

# VILLAGE OF SHOREWOOD HILLS

## BOARD OF TRUSTEES

### *Meeting Announcement & Agenda at 7:00 p.m.*

**Monday, November 19, 2018**

**Village Hall, 810 Shorewood Boulevard**

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Procedures Orientation
5. Appearances and Communications
6. Board Matters
  - A. Payment of Bills
  - B. Consent Agenda
    - i) Regular Board meeting minutes of October 15, 2018
    - ii) Special Board minutes of November 5, 2018
    - iii) Special Board minutes of November 9, 2018
    - iv) Adopt records retention policy
    - v) Approve one year extension to Madison Area Municipal Stormwater Partnership Outreach Information and Education program
    - vi) Approval of MGE underground utility easement
    - vii) Consider 2019 non-union compensation plan
    - viii) Consider hire of Part time Forester Assistant at Grade 5 step 1
    - ix) Consider conditional hire of police patrol officer Grade 12 step 1
    - x) Consider purchase of snow blower and brush cutter in the amount of \$7,840.32
    - xi) Consider purchase of brush cutter in the amount of \$5,086.80
    - xii) Consider purchase of salt plow truck and body from Middleton Ford and Double D Service in the amount of \$79,440.47
    - xiii) Authorize transfer of \$160,351 from Debt Service Fund to Capital Fund
    - xiv) Public Hearing on 2019 Village budgets
      - a) Public invited to speak
      - b) Close public hearing
    - xv) Consider application to Public Service Commission to direct bill Public Fire Protection using equivalent meters method and upon PSC approval authorize staff to implement direct billing
    - xvi) Resolution R-2018-16 adopting the 2019 Village budgets and tax levy
  - C. Public Hearing on Ordinance L-2018-5 Recreating Chapter 27 of the Village Code Floodplain Zoning Regulations
    - a) Public invited to speak
    - b) Close public hearing
  - D. Ordinances
    - i) Third reading of an ordinance L-2018-5 repealing and recreating Chapter 27 of the Village Code Floodplain Zoning regulations
  - E. New Business Resolutions and Motions

- i) Resolution R-2018-15 Providing for the Sale of Approximately \$2,250,000 General Obligation Promissory Notes
    - ii) Resolution R-2018-17 adopting Village fee schedule
    - iii) Consider entering in to State Municipal agreement: “Local Bridge Replacement Program”
    - iv) Consider scope of services and retaining Vandewalle & Associates to assist with Garden Homes planning
  - F. Appointments
- 7. Reports of Officials and Committees
  - A. Village President
  - B. Village Administrator
    - i) University Avenue reconstruction update
    - ii) Legal opinion that private covenants involving lot 7 Beloit Court are not unenforceable by Village
  - C. Personnel Committee
  - D. Finance Committee
  - E. Plan Commission
  - F. Public Works Committee
  - G. Services Committee
  - H. Public Health & Safety Committee
  - I. Recreation Committee
  - J. Ad hoc Disaster Preparedness Committee
  - K. Ad hoc Stormwater Committee
  - L. Ad hoc Heiden Haus Committee
  - M. Parks Committee
  - N. Blackhawk Liaison Committee
  - O. Golf Committee
  - P. Pool Committee
  - Q. Waterfront Committee
  - R. Joint Campus Committee
- 8. Confirm next meeting date
  - i) December 17
- 9. Adjourn

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PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.

## NOTES TO THE AGENDA NOVEMBER 19, 2018

**Payment of Bills** -October prepaids: \$397,036.06 November Board Bills: \$194,255.76  
Total Bills: \$591,291.82

### Consent Agenda

**Regular Board meeting minutes of October 15, 2018, Special Board minutes of November 5, 2018, Special Board minutes of November 9, 2018** – Draft minutes are enclosed.

**Adopt records retention policy** - Wisconsin Municipal Records Schedule is the state adopted records retention schedule. The Village would like to adopt the same records schedule for retention and destruction as the state approved schedule. Currently we have a mix of retention policies and procedures and would like them to be more formalized. Staff has reviewed the State Historical Society's practices and find them adequate. We recommend approving them as is. The Board has seen the previous draft version of this schedule but we have now provided the new version approved by the State Historical Society as of August 27, 2018. After the schedule is submitted to the state and the state approves it, an ordinance will need to be considered by the Board.

**Approve one-year extension to Madison Area Municipal Stormwater Partnership Outreach Information and Education program**- An education outreach component is one part of the requirements of our joint storm water permit with other Madison area communities. The County has provided this service to all of the participating communities. Our cost annually is \$1,993. I believe it is a very cost effective collaborative approach that reaches a wide audience.

**Approval of MGE underground utility easement** – The Village Board requested some changes be made to the initial easement proposed by MGE. All of the requested language changes have been made by MGE and the easement document is enclosed in your packet.

**Consider 2019 nonunion compensation plan** -The proposed 2019 nonunion compensation plan is enclosed in the packet. Adjustments to police bargaining unit salaries will be considered as part of a contract agreement. An initial draft contract has recently been submitted by the unit and negotiations will begin shortly.

**Consider hire of Part time Forester Assistant at Grade 5 step 1 per hour \$15.75 per hour** – This hire has been recommended by the Personnel Committee and discussed as part of the 2019 budget. A detailed memo is enclosed.

**Consider conditional hire of police patrol officer Grade 14 step 1 \$23.78 per hour** – A memo from the Police Chief is enclosed and the addition of a new patrol officer along with a shift change for the Sergeant will augment our night time coverage. This was also discussed as part of the 2019 budget and is recommended by the Personnel Committee.

**Consider purchase of snow blower and brush cutter in the amount of \$7,840.32** – Please also see memo and documentation from Crew Chief John Mitmoen. The snow blower attachment

is used extensively to clear public sidewalks leading to the school. The existing blower is weak and should be replaced as soon as possible. The Village will be trading in equipment as a part of this transaction and that information is included in the memo. The Village has an attachment that has been underutilized that will be traded in and replaced with the brush cutter. These purchases have been recommended by the Services Committee.

**Consider purchase of salt plow truck and body from Middleton Ford and Double D Service in the amount of \$79,440.47** –The Village capital and equipment replacement plan calls for replacement of the 2008 mid-size plow truck salter. \$80,000 was the estimated cost. Years of salting and plowing is hard on equipment and this piece is in need of replacement. It is on a ten-year rotation. The Village has done a good job of ensuring our equipment is in good condition and providing our crew with resources that are dependable is important. Their office in the winter often can be the cab of a truck at all hours of the day or night, and weekends and holidays. One of the reasons the Village snow removal operations are so good is we have decent equipment that our staff feels good about climbing into and that their work is supported. This all contributes to a workforce that is dedicated to doing a great job under less than ideal conditions.

**Authorize transfer of \$160,351 from Debt Service Fund to Capital Fund** – Residual funds have accumulated over time in this fund and it does not have any reason to keep a reserve. The Village independent auditors concur that these funds are available for the Village to use at its discretion. The Finance Committee has recommended that the funds be transferred to the capital fund for capital purchases and projects. This seems prudent since it helps reduce the need to borrow money and the money was derived from debt related sources that were to be utilized for capital needs. There is a document enclosed labeled capital fund detail that shows the impact of this transfer.

**Public hearing on 2019 Village budgets and related actions** – In accordance with Wisconsin state statute a public hearing on the 2019 Village budget is on the agenda. The required budget posting is enclosed in the packet. Also included is the Power point representation from the public information meeting on the budget held on November 5. The fund balance slide has been updated as requested to include a 2019 projection.

**Consider application to Public Service Commission to direct bill Public Fire Protection using equivalent meters method and upon PSC approval authorize staff to implement direct billing** – A central component to the 2019 budget is to implement direct billing of public fire protection. (PFP) This is an expense that must be paid to the water utility for the cost of water infrastructure to fight fires such as fire hydrants and oversized water mains. That is why it is also at times termed “hydrant rental.” This has nothing to do with the expenses related to fire and ems services that are contracted with the City of Madison and are a part of the property tax levy.

The Village commissioned a study on PFP and that study is included in the Board packet .Ms. Vicki Hellenbrand from Baker Tilly will attend the meeting to present the study and its findings.

The Finance Committee has reviewed and is recommending the Village implement direct billing on the utility bills. As a formality, the Village must submit this change to the Public Service Commission before it is implemented.

**Resolution R-2018-16 adopting the 2019 Village budgets and tax levy** - A draft resolution is enclosed. There have been no changes to budgets since the meeting on November 5 other than the inclusion of the pool budget and modifications to the capital budget and plan as requested by the Board. Those revised budgets are enclosed. Staff has also included a document entitled capital fund detail that shows the status of the capital fund and future revenue and expense projections. Currently it shows an anticipated deficit at the end of 2022 of \$305,190, but that includes the local share for bridge replacement. The Village will likely need to consider a debt issuance if it wishes to proceed with all of the projects currently in the plan in 2021 or 2022. It is possible we will be able to undertake a relatively small borrowing and stay within our internal debt limits, but it is also possible that we will either need to amend our policy or simply exceed it for a year or two until our debt drops; the other option is to reduce projects.

**Public Hearing on Ordinance L-2018-5 Recreating Chapter 27 of the Village Code Floodplain Zoning Regulations** - FEMA requires that a properly published and posted public hearing be held before approval of a floodplain zoning ordinance that, once in a place will allow the Village to join the National Flood Insurance Program.

### Ordinances

**Third reading of an ordinance L-2018-5 repealing and recreating Chapter 27 of the Village Code Floodplain Zoning regulations** -Approval and posting of this ordinance will allow the Village to submit its application to FEMA to join the NFIP program and for individuals to then purchase private flood insurance. This is a critical matter. Village residents were able to obtain private assistance because the Village is in the process of joining. In the future if individuals do not have flood insurance in place they will likely be precluded from some forms of future FEMA disaster assistance. Currently the Village is considered to be a sanctioned community because there is a portion of the community along the steep cliff shores of Lake Mendota that is considered to be in a flood prone zone. We should get this sanction removed.

### New Business Resolutions and Motions

**Resolution R-2018-15 Providing for the Sale of Approximately \$2,250,000 General Obligation Promissory Notes** – This debt issuance will fund Marshall Court improvements, the bike path extension and property acquisition, repay a TIF 4 advance from the general fund and pay the Village share for a partial traffic signal on University Avenue adjoining Garden Homes. The only change that has been made since last discussed is the TID 4 advance repayment has been reduced, as TID 4 will be able to repay a portion of the advance in 2018. That reduction has been reallocated to help pay for a Village planning initiative for Garden Homes. Included in the packet is a summary prepared by Brad Viegut at Baird, the Village financial advisor. Mr. Viegut will also be attending the meeting.

**Resolution R-2018-17 adopting Village fee schedule** -The Services Committee has reviewed and recommends adoption of the updated fee schedule. A copy of it and the resolution is enclosed.

**Consider entering in to State Municipal agreement: “Local Bridge Replacement Program”** – The Lake Mendota bridge has qualified for state/federal funding assistance to be replaced. This is a 80% state/federal 20% local share based on a standard bridge. The Village can choose to construct a more expensive bridge but the additional costs are born locally. Should the Village accept funding next step will be engineer selection using a quality based selection process. There will also be opportunity for public participation as the design is decide upon.

We have applied for this funding routinely and were pretty surprised we were funded this time around. To some degree, it is a bird in hand that may or may not avail itself again. A copy of the agreement is enclosed. Total cost is estimated at \$1,402,820 with a federal share of \$836,884. We added a possible \$200, 000 additional for aesthetic improvements that would be funded 100% locally. The agreement details this information on page 3. Construction would be in 2021. The Public Works Committee recommends the Village enter into this agreement.

**Consider scope of services and retaining Vandewalle & Associates to assist with Garden Homes planning** - A proposed scope is included in the packet. The Plan Commission has reviewed the scope and recommends the Village proceed with the project utilizing Vandewalle. You may recall that Vandewalle also assisted the Village with the Lodgic project recently and before that, Arbor Crossing and I believe our experience has been positive. The cost will be \$27,300 based on this scope, which includes extensive public participation. Having neighborhood plans in place for Doctors Parks and Pyare has proven to be very helpful. The recent flooding and demolition of up to 19 homes in in this area will lead to redevelopment pressures. It will be important for the Village to have a plan in place for this area to guide redevelopment.

**Legal opinion private covenants involving lot 7 Beloit Court** – Private covenants from the 1950’s are in place that include a lot on Beloit Court that is technically buildable and is now for sale along with a home on an adjoining lot under the same ownership. These are the same covenants we dealt with related to a lot line adjustment and certified survey several months ago. Due to concerns from neighbors as well as the seller, the Village obtained a legal opinion regarding the covenants and Village involvement. The legal opinion, covenants, neighbor letter, sale-listing information is enclosed as well as a diagram of the lot that shows the possible building envelope and lot and floor area limits. The Village Attorney has stated that the Village should treat this lot as it would any other buildable lot and apply the same zoning and other requirements applicable and that the restriction is not enforceable by the Village. Unless directed otherwise staff will treat this lot as it would any other in the R-2 zone. This is also not a lot where the Village would place public stormwater retention.

## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
<b>470-58-5830-600 TIF 4 DEVELOPMENT INCENTIVE</b>							
6450	FLAD DEVELOPMENT	MUNICIPAL REVENUE OBLIGATI	4142	10/26/2018	71,420.01	71,420.01	10/31/2018
6450	FLAD DEVELOPMENT	MUNICIPAL REVENUE OBLIGATI	4143	10/26/2018	91,284.00	91,284.00	10/31/2018
Total 470-58-5830-600 TIF 4 DEVELOPMENT INCENTIVE:					162,704.01	162,704.01	
<b>100-51-5111-310 VILLAGE BOARD: SUP &amp; EXPENSE</b>							
217500	US BANK	LEAGUE CONFERENCE/TRACY	102518	10/25/2018	90.00	90.00	10/31/2018
Total 100-51-5111-310 VILLAGE BOARD: SUP & EXPENSE:					90.00	90.00	
<b>100-51-5120-322 JUDICIAL: SEMINARS &amp; TRAINING</b>							
217500	US BANK	MUNICIPAL COURT CLERK SEM	102518	10/25/2018	164.00	164.00	10/31/2018
Total 100-51-5120-322 JUDICIAL: SEMINARS & TRAINING:					164.00	164.00	
<b>100-51-5130-210 LEGAL: GEN. ADVICE &amp; COUNSEL</b>							
217500	US BANK	STAFFORD ROSENBAUM	102518	10/25/2018	60.00	60.00	10/31/2018
217500	US BANK	BOARDMAN & CLARK	102518	10/25/2018	61.50	61.50	10/31/2018
Total 100-51-5130-210 LEGAL: GEN. ADVICE & COUNSEL:					121.50	121.50	
<b>100-51-5130-211 LEGAL: ORDINANCE PROSECUTIONS</b>							
217500	US BANK	STAFFORD ROSENBAUM	102518	10/25/2018	650.00	650.00	10/31/2018
Total 100-51-5130-211 LEGAL: ORDINANCE PROSECUTIONS:					650.00	650.00	
<b>100-51-5141-380 ADMIN: STAFF SUNSHINE FUND</b>							
217500	US BANK	GLASS NICKLE PIZZA/EMP LUN	102518	10/25/2018	252.55	252.55	10/31/2018
217500	US BANK	SODA POP/VILLAGE HALL	102518	10/25/2018	56.84	56.84	10/31/2018
Total 100-51-5141-380 ADMIN: STAFF SUNSHINE FUND:					309.39	309.39	
<b>100-51-5142-310 CLERK: SUP &amp; EXPENSES</b>							
217500	US BANK	MONTHLY BILLING OCT/NOV	102518	10/25/2018	137.13	137.13	10/31/2018
217500	US BANK	POSTINGS/CAPITAL NEWSPAP	102518	10/25/2018	54.56	54.56	10/31/2018
217500	US BANK	OFFICE SUPPLIES/STAPLES	102518	10/25/2018	46.40	46.40	10/31/2018
217500	US BANK	PAPER FOR COPY MACHINE/ST	102518	10/25/2018	131.96	131.96	10/31/2018
217500	US BANK	DOJ RECORDS CHECKL	102518	10/25/2018	511.00	511.00	10/31/2018
217500	US BANK	GORDON FLESCH/MONTHLY BI	102518	10/25/2018	129.02	129.02	10/31/2018
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					1,010.07	1,010.07	
<b>100-51-5142-322 CLERK: TRAINING/SEMINARS</b>							
217500	US BANK	LEAGUE CONFERENCE FOR D	102518	10/25/2018	90.00	90.00	10/31/2018
Total 100-51-5142-322 CLERK: TRAINING/SEMINARS:					90.00	90.00	
<b>100-51-5144-340 ELECTIONS: OPERATING SUPPLIES</b>							
217500	US BANK	LICENSES & MAINT/ELECTION	102518	10/25/2018	453.00	453.00	10/31/2018
Total 100-51-5144-340 ELECTIONS: OPERATING SUPPLIES:					453.00	453.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
<b>100-51-5145-210 D.P.: CONTRACTUAL SERVICES</b>							
217500	US BANK	GOOGLE GSUITE/MONTHLY BIL	102518	10/25/2018	160.00	160.00	10/31/2018
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					160.00	160.00	
<b>100-51-5145-340 D.P.: OPERATIONS EXPENSE</b>							
217500	US BANK	CHARTER COMMUNICATION/M	102518	10/25/2018	203.66	203.66	10/31/2018
Total 100-51-5145-340 D.P.: OPERATIONS EXPENSE:					203.66	203.66	
<b>100-51-5160-222 BLDGS &amp; PLANT: TELEPHONE</b>							
217500	US BANK	ATT BUS PHONE	102518	10/25/2018	419.80	419.80	10/31/2018
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					419.80	419.80	
<b>100-51-5160-240 BLDGS &amp; PLANT: CONTRACTUAL</b>							
217500	US BANK	CHECK ANTIFREEZE LOOP 810	102518	10/25/2018	232.00	232.00	10/31/2018
217500	US BANK	MOPS/TOWELS/MATS/BAY TOW	102518	10/25/2018	77.69	77.69	10/31/2018
217500	US BANK	MOPS/TPWESMATS/BAY TOWE	102518	10/25/2018	77.69	77.69	10/31/2018
217500	US BANK	FIRE SPRINKLER INSPEC/MON	102518	10/25/2018	270.00	270.00	10/31/2018
217500	US BANK	MATS/TOWELS/MOPS/BAY TOW	102518	10/25/2018	77.69	77.69	10/31/2018
Total 100-51-5160-240 BLDGS & PLANT: CONTRACTUAL:					735.07	735.07	
<b>100-52-5210-310 POLICE: OFFICE SUPPLIES &amp; EXP</b>							
217500	US BANK	DOJ RECORDS CHECK/BACKG	102518	10/25/2018	7.00	7.00	10/31/2018
217500	US BANK	PELLITTERI/SHRED IT	102518	10/25/2018	1,170.00	1,170.00	10/31/2018
217500	US BANK	PD GORDON FLESCH MONTHL	102518	10/25/2018	32.03	32.03	10/31/2018
217500	US BANK	FLASH DRIVES AND NOTEBOO	102518	10/25/2018	169.85	169.85	10/31/2018
Total 100-52-5210-310 POLICE: OFFICE SUPPLIES & EXP:					1,378.88	1,378.88	
<b>100-52-5210-322 POLICE: TRAINING EXPENSES</b>							
217500	US BANK	LEAGUE CONFERENCE FOR C	102518	10/25/2018	90.00	90.00	10/31/2018
Total 100-52-5210-322 POLICE: TRAINING EXPENSES:					90.00	90.00	
<b>100-52-5210-340 POLICE: OPERATING EXPENSE</b>							
217500	US BANK	USPS PO CERIFIED MAIL FOR	102518	10/25/2018	4.16	4.16	10/31/2018
217500	US BANK	ANNUAL MAINT ON FIRE EXTIN	102518	10/25/2018	35.10	35.10	10/31/2018
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					39.26	39.26	
<b>100-52-5210-341 POLICE: UNIFORM EXPENSE</b>							
217500	US BANK	HOLSTERS FOR CHIEF/TEDDE	102518	10/25/2018	177.85	177.85	10/31/2018
Total 100-52-5210-341 POLICE: UNIFORM EXPENSE:					177.85	177.85	
<b>100-52-5210-350 POLICE: VEHICLE REPAIR &amp; MAINT</b>							
217500	US BANK	SWAY BAR LINKAGE/KAYSER F	102518	10/25/2018	269.70	269.70	10/31/2018
217500	US BANK	WATER PUMP FOR 2013/KAYSE	102518	10/25/2018	1,750.32	1,750.32	10/31/2018
Total 100-52-5210-350 POLICE: VEHICLE REPAIR & MAINT:					2,020.02	2,020.02	
<b>100-52-5210-370 POLICE: FUEL &amp; OIL</b>							
217500	US BANK	OIL CHANGE 2015/KAYSER FO	102518	10/25/2018	35.00	35.00	10/31/2018

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-52-5210-370 POLICE: FUEL & OIL:					35.00	35.00	
<b>100-53-5300-340 AIDABLE WORK: OPERATING EXP.</b>							
217500	US BANK	TARY CLOTHING/FARM FLEET	102518	10/25/2018	94.97	94.97	10/31/2018
217500	US BANK	LEAF PICKER NOZZLES FOR W	102518	10/25/2018	5.38	5.38	10/31/2018
217500	US BANK	SIGN CONCRETE/WINGRA RED	102518	10/25/2018	347.75	347.75	10/31/2018
217500	US BANK	IRON FOR SIGN MOUNT/WIEDE	102518	10/25/2018	125.60	125.60	10/31/2018
217500	US BANK	SHOEV FOR MARK MOYER/SH	102518	10/25/2018	154.00	154.00	10/31/2018
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					727.70	727.70	
<b>100-53-5320-350 GARAGE: VEHICLE REPAIR &amp; MAINT</b>							
217500	US BANK	ANNUAL MAINT ON FIRE EXTN	102518	10/25/2018	111.45	111.45	10/31/2018
217500	US BANK	LEAF PICKER REPAIR/MAD TRU	102518	10/25/2018	171.09	171.09	10/31/2018
Total 100-53-5320-350 GARAGE: VEHICLE REPAIR & MAINT:					282.54	282.54	
<b>100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP</b>							
217500	US BANK	LEAF PICKER/FARM FLEET	102518	10/25/2018	5.78	5.78	10/31/2018
217500	US BANK	CRAIG SHOES/SHOE BOX	102518	10/25/2018	189.00	189.00	10/31/2018
Total 100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP:					194.78	194.78	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
217500	US BANK	TP/SCHILLING SUPPLY	102518	10/25/2018	38.27	38.27	10/31/2018
217500	US BANK	PAPER TOWELS/CITY SUPPLY	102518	10/25/2018	48.32	48.32	10/31/2018
217500	US BANK	PAPER TOWEL DOC BSI	102518	10/25/2018	17.65	17.65	10/31/2018
217500	US BANK	MARK MOYER CLOTHES/FARM	102518	10/25/2018	193.97	193.97	10/31/2018
217500	US BANK	EXIT LIGHTING 810 SHOREWO	102518	10/25/2018	307.13	307.13	10/31/2018
217500	US BANK	EXIT LIGHTING 810 SHOREWO	102518	10/25/2018	93.52	93.52	10/31/2018
217500	US BANK	ANNUAL MAINT ON FIRE EXTN	102518	10/25/2018	173.80	173.80	10/31/2018
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					872.66	872.66	
<b>100-55-5510-340 2018 FLOOD EXPENSES</b>							
217500	US BANK	SUMP PUMP/POOL/FLOOD	102518	10/25/2018	168.98	168.98	10/31/2018
Total 100-55-5510-340 2018 FLOOD EXPENSES:					168.98	168.98	
<b>100-55-5520-340 PARKS:OPERATING EXPENSE</b>							
217500	US BANK	ARBORIST CERTIFICATION	102518	10/25/2018	120.00	120.00	10/31/2018
217500	US BANK	HATS/NORTHERN TOOL	102518	10/25/2018	20.70	20.70	10/31/2018
217500	US BANK	SOIL FOR STUMP REMOVALS/K	102518	10/25/2018	115.00	115.00	10/31/2018
217500	US BANK	EAR PROTECTION/FARM FLEE	102518	10/25/2018	39.99	39.99	10/31/2018
217500	US BANK	NORTHERN TOOL/GLOVES RIP	102518	10/25/2018	56.24	56.24	10/31/2018
217500	US BANK	PUMPKINS/FOR DISPLY AT VILL	102518	10/25/2018	16.00	16.00	10/31/2018
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					367.93	367.93	
<b>100-55-5523-350 HORTICULTURE:PLANTINGS</b>							
217500	US BANK	TULIP BULBS/COLORBLEND	102518	10/25/2018	154.00	154.00	10/31/2018
Total 100-55-5523-350 HORTICULTURE:PLANTINGS:					154.00	154.00	
<b>100-55-5533-340 TENNIS: OPERATING EXPENSES</b>							
217500	US BANK	BULBS/BALLASTS TENNIS	102518	10/25/2018	263.76-	263.76-	10/31/2018

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-55-5533-340 TENNIS: OPERATING EXPENSES:					263.76-	263.76-	
<b>200-53-5361-210 REPAIR &amp; MAINT: CONTRACTUAL</b>							
217500	US BANK	PUMP LIFT STATION/A-1 SEWE	102518	10/25/2018	600.00	600.00	10/31/2018
Total 200-53-5361-210 REPAIR & MAINT: CONTRACTUAL:					600.00	600.00	
<b>200-53-5361-350 OUTSIDE SERVICES</b>							
217500	US BANK	ATT BUS PHONE/MONTHLY TEL	102518	10/25/2018	167.29	167.29	10/31/2018
Total 200-53-5361-350 OUTSIDE SERVICES:					167.29	167.29	
<b>210-51-5160-222 BLDG/PLANT: TELEPHONE</b>							
217500	US BANK	MAILCHIMP-EMAIL	102518	10/25/2018	30.00	30.00	10/31/2018
217500	US BANK	MEMBERSHIP DATA BASE	102518	10/25/2018	9.65	9.65	10/31/2018
217500	US BANK	INTERNET MONTHLY BILLING/A	102518	10/25/2018	40.80	40.80	10/31/2018
Total 210-51-5160-222 BLDG/PLANT: TELEPHONE:					80.45	80.45	
<b>210-51-5160-340 BLDG/PLANT: OPERATING SUPPLIES</b>							
217500	US BANK	ANNUAL MAINT ON FIRE EXTIN	102518	10/25/2018	74.50	74.50	10/31/2018
Total 210-51-5160-340 BLDG/PLANT: OPERATING SUPPLIES:					74.50	74.50	
<b>210-55-5542-340 POOL: OPERATING SUPPLY &amp; EXP.</b>							
217500	US BANK	FRONT DESK POS	102518	10/25/2018	69.00	69.00	10/31/2018
217500	US BANK	EMPLOYEE SCHEDULING SYS	102518	10/25/2018	99.00	99.00	10/31/2018
Total 210-55-5542-340 POOL: OPERATING SUPPLY & EXP.:					168.00	168.00	
<b>210-55-5542-343 CONCESSIONS EXPENSE</b>							
217500	US BANK	CONC POS	102518	10/25/2018	69.00	69.00	10/31/2018
Total 210-55-5542-343 CONCESSIONS EXPENSE:					69.00	69.00	
<b>450-51-5141-120 PLANNING, LEGAL &amp; ADMINISTRATN</b>							
217500	US BANK	STAFFORD ROSENBAUM	102518	10/25/2018	1,906.00	1,906.00	10/31/2018
Total 450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN:					1,906.00	1,906.00	
<b>600-53-0630-340 SUPPLIES AND EXPENSE</b>							
217500	US BANK	ANNUAL MAINT ON FIRE EXTIN	102518	10/25/2018	3.90	3.90	10/31/2018
217500	US BANK	UPS/SENT IN ITRON FOR REPAI	102518	10/25/2018	14.90	14.90	10/31/2018
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					18.80	18.80	
<b>450-58-5830-600 BLVD DEVELOPER INCENTIVE</b>							
2000017	DANFORD PLAZA LLC	MUNICIPAL REVENUE OBLIGATI	4141	10/26/2018	25,441.85	25,441.85	10/31/2018
Total 450-58-5830-600 BLVD DEVELOPER INCENTIVE:					25,441.85	25,441.85	
<b>450-58-5830-601 700 UBD DEVELOPER INCENTIVE</b>							
2000026	700 UNIVERSITY BAY DRIVE LLC	MUNICIPAL REVENUE OBLIGATI	4144	10/29/2018	195,153.83	195,153.83	10/31/2018
Total 450-58-5830-601 700 UBD DEVELOPER INCENTIVE:					195,153.83	195,153.83	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Grand Totals:					<u>397,036.06</u>	<u>397,036.06</u>	

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Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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## Report Criteria:

Detail report.  
Invoices with totals above \$0 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
<b>600-53-0630-340 SUPPLIES AND EXPENSE</b>							
1045	ABT MAILCOM INC	BILL PROCESSING & MAILING-	32415	11/01/2018	413.40	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					413.40	.00	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
1106	ACE HILLDALE (DPW)	FLOOD TARP	36403	09/25/2018	19.99	.00	
1106	ACE HILLDALE (DPW)	SHOP SUPPLIES	36403	09/25/2018	6.59	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					26.58	.00	
<b>210-51-5160-510 BLDG/PLANT: INSURED REPAIRS</b>							
1109	ACE HILLDALE (POOL)	SPACE HEATER	36506	10/12/2018	38.99	.00	
Total 210-51-5160-510 BLDG/PLANT: INSURED REPAIRS:					38.99	.00	
<b>100-55-5520-340 PARKS:OPERATING EXPENSE</b>							
1111	ACE HILLDALE (FORESTER) 1111	HORT SUPPLIES	36530/4	10/17/2018	52.57	.00	
1111	ACE HILLDALE (FORESTER) 1111	HERBICIDE/GLOVES/SPRAYER	36603/4	10/30/2018	48.76	.00	
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					101.33	.00	
<b>100-211535 AFLAC INSURANCE</b>							
1210	AFLAC	AFLAC INS PREMIUM	110918	11/09/2018	486.51	486.51	11/20/2018
Total 100-211535 AFLAC INSURANCE:					486.51	486.51	
<b>100-51-5153-210 ASSESSOR: CONTRACTUAL EXPENSE</b>							
1730	ASSOCIATED APPRAISAL CONSULT	PROFESSIONAL ASSESSMENT	137182	11/01/2018	666.67	.00	
1730	ASSOCIATED APPRAISAL CONSULT	REVALUATION PROGRAM	137182	11/01/2018	182.50	.00	
1730	ASSOCIATED APPRAISAL CONSULT	INTERNET POSTING OF PARCE	137182	11/01/2018	11.93	.00	
Total 100-51-5153-210 ASSESSOR: CONTRACTUAL EXPENSE:					861.10	.00	
<b>100-51-5145-350 WEBSITE COSTS</b>							
1850	GOVOFFICE, LLC	WEBSITE HOSTING	43827	10/24/2018	650.00	.00	
Total 100-51-5145-350 WEBSITE COSTS:					650.00	.00	
<b>100-51-5160-222 BLDGS &amp; PLANT: TELEPHONE</b>							
3220	CENTURY LINK	CENTREX LINES-APRIL	1454075568	10/31/2018	10.06	.00	
Total 100-51-5160-222 BLDGS & PLANT: TELEPHONE:					10.06	.00	
<b>100-53-5300-340 AIDABLE WORK: OPERATING EXP.</b>							
4005	D.R.S. LIMITED INC	ASPHALT FOR POT HOLES	037854	10/25/2018	122.82	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					122.82	.00	
<b>100-51-5142-500 CLERK: DANE CTY CALENDARS</b>							
4012	DANE COUNTY CULTURAL AFFAIRS	2018 CALENAR SALE SETTLEM	11082018	11/08/2018	598.50	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-51-5142-500 CLERK: DANE CTY CALENDARS:					598.50	.00	
<b>100-45-4511-000 COURT FINES</b>							
4038	DANE CO TREASURER	SHARED COURT FINES-OCT	103118	10/31/2018	1,210.60	.00	
Total 100-45-4511-000 COURT FINES:					1,210.60	.00	
<b>450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS</b>							
4205	DECKER SUPPLY COMPANY INC	PARKING SIGNS -MARSHALL C	903296	10/23/2018	135.90	.00	
Total 450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS:					135.90	.00	
<b>100-211539 DENTAL INSURANCE - EMPLOYEE</b>							
4213	DELTA DENTAL OF WISCONSIN	EMPLOYEE PREMIUM	112018	11/12/2013	1,099.14	.00	
Total 100-211539 DENTAL INSURANCE - EMPLOYEE:					1,099.14	.00	
<b>100-51-5143-300 PERSONNEL: RETIREES INS PREM</b>							
4213	DELTA DENTAL OF WISCONSIN	ANNUITANTS PREMIUM	112018	11/12/2013	322.26	.00	
Total 100-51-5143-300 PERSONNEL: RETIREES INS PREM:					322.26	.00	
<b>200-53-5361-340 OPERATING SUPPLIES EXPENSE</b>							
4215	DELUXE DISTRIBUTORS	BLUE MARKING PAINT	5022	11/04/2018	84.00	.00	
4215	DELUXE DISTRIBUTORS	LIFT STATION DEGREASER	5022	11/04/2018	722.18	.00	
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					806.18	.00	
<b>200-53-5361-340 OPERATING SUPPLIES EXPENSE</b>							
4360	DIGGERS HOTLINE INC	DIGGERS WATER	181029301	10/31/2018	28.00	.00	
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					28.00	.00	
<b>600-53-0630-340 SUPPLIES AND EXPENSE</b>							
4360	DIGGERS HOTLINE INC	DIGGERS SEWER	181029301	10/31/2018	28.00	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					28.00	.00	
<b>450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS</b>							
6363	FIRST AMERICAN TITLE INS CO	TID III	1746-17461168	11/07/2018	350.00	.00	
6363	FIRST AMERICAN TITLE INS CO	TID III	1746-17461168	11/07/2018	350.00	.00	
Total 450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS:					700.00	.00	
<b>100-55-5520-320 PARKS:PROJECTS</b>							
7625	GOOD OAK LLC	PARKS PROJECTS	18-459	10/15/2018	1,026.00	.00	
Total 100-55-5520-320 PARKS:PROJECTS:					1,026.00	.00	
<b>100-55-5523-600 TREE MAINTENANCE</b>							
7625	GOOD OAK LLC	BRUSH REMOVAL QUARRY PA	18-489	11/09/2018	829.00	.00	
Total 100-55-5523-600 TREE MAINTENANCE:					829.00	.00	
<b>100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP</b>							
8228	HELLENBRAND WELDING	WEAR PLATES/LEAF PICKER	7253	10/09/2018	195.00	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP:					195.00	.00	
<b>600-53-0682-210 OUTSIDE SERVICES</b>							
8950	HYDROCORP	INSPECTIONS	50070	10/31/2018	128.00	.00	
Total 600-53-0682-210 OUTSIDE SERVICES:					128.00	.00	
<b>100-51-5142-310 CLERK: SUP &amp; EXPENSES</b>							
10635	JP MORGAN CHASE BANK NA	PENS FOR ADMIN	11082018	11/08/2018	15.30	15.30	11/20/2018
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					15.30	15.30	
<b>100-51-5142-322 CLERK: TRAINING/SEMINARS</b>							
12215	LEAGUE OF WI MUNICIPALITIES	EMERGENCY PREPAREDNESS/	101018	10/10/2018	90.00	.00	
Total 100-51-5142-322 CLERK: TRAINING/SEMINARS:					90.00	.00	
<b>100-51-5160-220 BLDGS &amp; PLANT: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	810 & 1008 SHOREWOOD BLVD	40556706	11/08/2018	3,003.74	.00	
Total 100-51-5160-220 BLDGS & PLANT: GAS & ELECTRIC:					3,003.74	.00	
<b>100-53-5300-340 AIDABLE WORK: OPERATING EXP.</b>							
13040	MADISON GAS & ELECTRIC	4502 OLD MIDDLETON RD	40556706	11/08/2018	83.98	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					83.98	.00	
<b>100-53-5342-220 STREET LIGHTING: POWER</b>							
13040	MADISON GAS & ELECTRIC	900 SHOREWOOD BLVD	40556706	11/08/2018	45.84	.00	
13040	MADISON GAS & ELECTRIC	STREET LIGHTING	40556706	11/08/2018	1,389.94	.00	
Total 100-53-5342-220 STREET LIGHTING: POWER:					1,435.78	.00	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK/3100 HARVA	40556706	11/08/2018	91.67	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					91.67	.00	
<b>100-55-5514-220 COMMUNITY CTR: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	900 SHOREWOOD BLVD	40556706	11/08/2018	292.00	.00	
Total 100-55-5514-220 COMMUNITY CTR: GAS & ELECTRIC:					292.00	.00	
<b>200-51-5160-220 BLDG/PLANT: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	3336 LMD	40556706	11/08/2018	86.91	.00	
Total 200-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					86.91	.00	
<b>210-51-5160-220 BLDG/PLANT: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	901 SWARTHMORE CT/CONCE	40556706	11/08/2018	243.35	.00	
Total 210-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					243.35	.00	
<b>220-51-5160-220 BLDG/PLANT: GAS &amp; ELECTRIC</b>							
13040	MADISON GAS & ELECTRIC	3400/3700 LMD	40556706	11/08/2018	72.76	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 220-51-5160-220 BLDG/PLANT: GAS & ELECTRIC:					72.76	.00	
<b>600-53-0620-220 POWER FOR PUMPING</b>							
13040	MADISON GAS & ELECTRIC	3302 BLACKHAWK/3561 TALLY	40556706	11/08/2018	912.81	.00	
Total 600-53-0620-220 POWER FOR PUMPING:					912.81	.00	
<b>200-53-5361-223 SEWER TREATMENT EXPENSE</b>							
13046	MADISON METRO SEWERAGE DIS	3RD QUARTER SEWER	000014748	10/15/2018	43,466.80	.00	
Total 200-53-5361-223 SEWER TREATMENT EXPENSE:					43,466.80	.00	
<b>100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT</b>							
13070	MADISON WATER UTILITY	URBAN FORESTRY	14291970	11/05/2018	14.93	.00	
Total 100-53-5344-350 STORM SEWERS: DISCHARGE PERMIT:					14.93	.00	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
13070	MADISON WATER UTILITY	WATER FIRE PROTECTION	14290139	11/05/2018	61.86	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					61.86	.00	
<b>600-53-0610-601 PURCHASED WATER</b>							
13070	MADISON WATER UTILITY	FRW	14290134	11/05/2018	447.60	.00	
13070	MADISON WATER UTILITY	LMD PIT	14290135	11/05/2018	5,292.90	.00	
13070	MADISON WATER UTILITY	PIT SW BLVD @ RR TRACKS	14290136	11/05/2018	3,256.50	.00	
13070	MADISON WATER UTILITY	PIT- UBD @TRACKS	14290137	11/05/2018	18.00	.00	
13070	MADISON WATER UTILITY	PIT LOCUST & MAPLE TER	14290138	11/05/2018	619.90	.00	
Total 600-53-0610-601 PURCHASED WATER:					9,634.90	.00	
<b>600-53-5601-604 FIRE PROTECTION: VILLAGE</b>							
13080	MADISON TREASURER, CITY OF	FIRE PROTECTION/EMS SERVI	18569-1	09/14/2018	57,018.92	.00	
Total 600-53-5601-604 FIRE PROTECTION: VILLAGE:					57,018.92	.00	
<b>100-53-5342-340 STREET LIGHTING: CONTRACTUAL</b>							
13082	MADISON CITY TREASURER	SHARED TRAFFIC LIGHTS	18933	10/09/2018	252.08	.00	
Total 100-53-5342-340 STREET LIGHTING: CONTRACTUAL:					252.08	.00	
<b>100-53-5300-340 AIDABLE WORK: OPERATING EXP.</b>							
13113	MCFARLANES'	SALTER REPAIR	17778	11/07/2018	23.86	.00	
Total 100-53-5300-340 AIDABLE WORK: OPERATING EXP.:					23.86	.00	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
13380	MIDWEST ALARM SERVICES	EQUIPMENT FOR ALARM SYS	61711	10/26/2018	646.59	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					646.59	.00	
<b>100-211532 LIFE INSURANCE - EMPLOYEE</b>							
13397	SECURIAN FINANCIAL GROUP INC.	PREMIUM	110818	11/08/2018	611.69	.00	
Total 100-211532 LIFE INSURANCE - EMPLOYEE:					611.69	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
<b>100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP</b>							
15450	OLD DOMINION BRUSH INC	BEARING PLATE	6391666	10/19/2018	167.94	.00	
15450	OLD DOMINION BRUSH INC	SHAFT	6394918	10/23/2018	260.91	.00	
Total 100-53-5365-340 RECYCLING/YARDWASTE: SUP EXP:					428.85	.00	
<b>600-53-0630-340 SUPPLIES AND EXPENSE</b>							
16050	PAYNE AND DOLAN INC	GRAVEL/WATER MAIN BREAK	1582663	10/18/2018	228.00	.00	
Total 600-53-0630-340 SUPPLIES AND EXPENSE:					228.00	.00	
<b>100-52-5210-370 POLICE: FUEL &amp; OIL</b>							
19311	SHELL OIL CO:POLICE ACCT	POLICE FUEL	45811	11/06/2018	833.85	.00	
Total 100-52-5210-370 POLICE: FUEL & OIL:					833.85	.00	
<b>450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS</b>							
19312	SHERWIN WILLIAMS	CURB PAINT FOR MARSHALL C	38254	10/16/2018	229.80	.00	
Total 450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS:					229.80	.00	
<b>100-51-5160-221 BLDGS &amp; PLANT: WATER</b>							
19337	SHOREWOOD HILLS WATER & SE	1058000 1008 SHOREWOOD BL	112018	11/20/2018	78.80	.00	
19337	SHOREWOOD HILLS WATER & SE	1058300 RINK-S/W	112018	11/20/2018	48.45	.00	
19337	SHOREWOOD HILLS WATER & SE	3403000 CC/POOL FIXED FEES-	112018	11/20/2018	114.61	.00	
19337	SHOREWOOD HILLS WATER & SE	9101000 810 SHOREWOOD BLVD	112018	11/20/2018	10.81	.00	
19337	SHOREWOOD HILLS WATER & SE	3403200 WATER/SEWER GARD	112018	11/20/2018	21.67	.00	
19337	SHOREWOOD HILLS WATER & SE	3589000 HEIDEN HOUSE S/W	112018	11/20/2018	26.28	.00	
Total 100-51-5160-221 BLDGS & PLANT: WATER:					300.62	.00	
<b>100-51-5160-223 BLDGS &amp; PLANT:STORMWATER CHRGR</b>							
19337	SHOREWOOD HILLS WATER & SE	9103000 810 SHOREWOOD LOT	112018	11/20/2018	13.77	.00	
19337	SHOREWOOD HILLS WATER & SE	1030500 TALLY HO SW	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	ENTRYWAY PARKS SW	112018	11/20/2018	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	9087000 3264 UNIV AVE SW	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	2285500 KOVAL WOODS SW	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	2303000 BIGFOOT PARK SW	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	1058500 1008 SHOREWOOD S	112018	11/20/2018	51.41	.00	
19337	SHOREWOOD HILLS WATER & SE	2237500 FOUR CORNERS SW	112018	11/20/2018	18.36	.00	
19337	SHOREWOOD HILLS WATER & SE	3403100 POST FARM PARK SW	112018	11/20/2018	303.86	.00	
19337	SHOREWOOD HILLS WATER & SE	9102000 810 SHOREWOOD SW	112018	11/20/2018	77.11	.00	
19337	SHOREWOOD HILLS WATER & SE	2331400 MCKENNA PARK SW	112018	11/20/2018	36.72	.00	
19337	SHOREWOOD HILLS WATER & SE	1112500 1008 EDGEHILL SW	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	3477500 2700 OXFORD SW	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	1126300 QUARRY SW	112018	11/20/2018	55.08	.00	
19337	SHOREWOOD HILLS WATER & SE	1128500 OAK WAY SW	112018	11/20/2018	27.54	.00	
19337	SHOREWOOD HILLS WATER & SE	3378500 BRADLEY PARK SW	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	3403000 CC/POOL STORMWAT	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	1058000 1008 SHOREWOOD BL	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	3403200 STORMWATER-GARDE	112018	11/20/2018	9.18	.00	
19337	SHOREWOOD HILLS WATER & SE	3589000 HEIDEN HOUSE/STOR	112018	11/20/2018	9.18	.00	
Total 100-51-5160-223 BLDGS & PLANT:STORMWATER CHRGR:					703.19	.00	
<b>210-51-5160-221 BLDG/PLANT: WATER</b>							
19337	SHOREWOOD HILLS WATER & SE	3402900 CONCESSIONS S/W	112018	11/20/2018	21.81	.00	
19337	SHOREWOOD HILLS WATER & SE	3403000 COMMUNITY CENTER/	112018	11/20/2018	89.95	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 210-51-5160-221 BLDG/PLANT: WATER:					111.76	.00	
<b>210-51-5160-223 BLDGS &amp; PLANT:STORMWATER CHRG</b>							
19337	SHOREWOOD HILLS WATER & SE	CONCESSIONS STORMWATER	112018	11/20/2018	9.18	.00	
Total 210-51-5160-223 BLDGS & PLANT:STORMWATER CHRG:					9.18	.00	
<b>600-53-0682-210 OUTSIDE SERVICES</b>							
19640	SOUTH CENTRAL CONTRACTING	WATER MAIN REPAIR 3305 TOP	2232	10/25/2018	1,560.00	.00	
Total 600-53-0682-210 OUTSIDE SERVICES:					1,560.00	.00	
<b>100-51-5142-310 CLERK: SUP &amp; EXPENSES</b>							
19805	ST CROIX COMPUTER GRAPHICS	W2 ENVELOPES & 1099	009895-1	10/16/2018	106.40	.00	
Total 100-51-5142-310 CLERK: SUP & EXPENSES:					106.40	.00	
<b>100-55-5523-650 TREE REMOVALS</b>							
19838	STEPHENSON TREE CARE INC	EMERGENCY TREE REMOVAL-	14290	10/17/2018	450.00	.00	
Total 100-55-5523-650 TREE REMOVALS:					450.00	.00	
<b>100-53-5365-370 RECYCLING/YARDWASTE:FUEL &amp; OIL</b>							
19841	STOP-N-GO DPW GAS	DPW-GAS	102018	10/18/2018	1,130.98	.00	
Total 100-53-5365-370 RECYCLING/YARDWASTE:FUEL & OIL:					1,130.98	.00	
<b>100-53-5365-370 RECYCLING/YARDWASTE:FUEL &amp; OIL</b>							
19845	STOP-N-GO DPW DIESEL	DIESEL-DPW	102018	10/18/2018	522.73	.00	
Total 100-53-5365-370 RECYCLING/YARDWASTE:FUEL & OIL:					522.73	.00	
<b>450-51-5141-120 PLANNING, LEGAL &amp; ADMINISTRATN</b>							
19846	STRAND ASSOCIATES INC	LOGIC DEVELOPMENT	0142287	10/10/2018	357.97	.00	
19846	STRAND ASSOCIATES INC	LOGIC DEVELOPMENT	0142287-1	10/10/2018	357.97	.00	
Total 450-51-5141-120 PLANNING, LEGAL & ADMINISTRATN:					715.94	.00	
<b>100-56-5640-210 PROF CONSULTANT:PLAN REVIEW</b>							
20670	TOWN & COUNTRY ENGINEERING I	2018 MISCELLANEOUS	19526	11/01/2018	281.50	.00	
Total 100-56-5640-210 PROF CONSULTANT:PLAN REVIEW:					281.50	.00	
<b>400-53-5330-819 BRIDGE REPLACEMENT</b>							
20670	TOWN & COUNTRY ENGINEERING I	RUSTIC BRIDGE SUPPORT	19529	11/01/2018	605.00	.00	
Total 400-53-5330-819 BRIDGE REPLACEMENT:					605.00	.00	
<b>450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS</b>							
20670	TOWN & COUNTRY ENGINEERING I	LODGC/FOREST PRODUCTS	19524	11/01/2018	846.50	.00	
20670	TOWN & COUNTRY ENGINEERING I	BLACKHAWK PATH EXTENSION	19525	11/01/2018	3,253.10	.00	
20670	TOWN & COUNTRY ENGINEERING I	UNIV AVE RECONSTRUCTION	19528	11/01/2018	497.75	.00	
20670	TOWN & COUNTRY ENGINEERING I	MARSHALL COURT	19530	11/01/2018	13,013.00	.00	
Total 450-53-5320-230 MARSHALL CT,UNIV AVE IMPROVNTS:					17,610.35	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
470-51-5141-119	PLANING LEGAL ADMIN-WALNUT GRV						
20670	TOWN & COUNTRY ENGINEERING I	BURBANK PLACE REDEVELOP	19531	11/01/2018	702.75	.00	
Total 470-51-5141-119 PLANING LEGAL ADMIN-WALNUT GRV:					702.75	.00	
<b>500-56-5620-210 CONTRACTUAL SERVICES</b>							
20670	TOWN & COUNTRY ENGINEERING I	2018 STORMWATER SUPPORT	2018 STORMW	11/01/2018	156.75	.00	
Total 500-56-5620-210 CONTRACTUAL SERVICES:					156.75	.00	
<b>100-55-5523-600 TREE MAINTENANCE</b>							
20710	TREE HEALTH MANAGEMENT	OAK TREATMENT OXFORD	6804	10/19/2018	220.00	.00	
Total 100-55-5523-600 TREE MAINTENANCE:					220.00	.00	
<b>100-211534 UNION DUES</b>							
23342	WI PROFESSIONAL POLICE ASSOC	PAC CONTRIBUTION	102918	10/29/2018	2.50	.00	
23342	WI PROFESSIONAL POLICE ASSOC	UNION DUES LEER-OCT	102918	10/29/2018	206.50	.00	
Total 100-211534 UNION DUES:					209.00	.00	
<b>100-45-4511-000 COURT FINES</b>							
23350	WI DEPT ADMINISTRATION: COURT	SHARED COUR FINES-OCTOBE	103118	10/31/2018	1,688.30	.00	
Total 100-45-4511-000 COURT FINES:					1,688.30	.00	
<b>100-211531 HEALTH INSURANCE - EMPLOYEE</b>							
23370	WI DEPT OF EMPLOYE TRUST FUN	HEALTHCARE PREMIUM	1110218	11/10/2018	14,234.82	14,234.82	11/20/2018
Total 100-211531 HEALTH INSURANCE - EMPLOYEE:					14,234.82	14,234.82	
<b>100-51-5143-300 PERSONNEL: RETIREES INS PREM</b>							
23370	WI DEPT OF EMPLOYE TRUST FUN	ANNUITANT PREMIUM	1110218	11/10/2018	2,196.02	2,196.02	11/20/2018
Total 100-51-5143-300 PERSONNEL: RETIREES INS PREM:					2,196.02	2,196.02	
<b>100-52-5210-210 POLICE: CONTRACTUAL SERVICES</b>							
23374	WI DEPT OF JUSTICE-TIME	TIME ACCESS	5616	10/10/2018	282.00	.00	
Total 100-52-5210-210 POLICE: CONTRACTUAL SERVICES:					282.00	.00	
<b>100-52-5210-340 POLICE: OPERATING EXPENSE</b>							
23400	WI DEPT OF TRANSPORTATION	SUSPENSION FEES	4145	11/08/2018	200.00	200.00	11/08/2018
Total 100-52-5210-340 POLICE: OPERATING EXPENSE:					200.00	200.00	
<b>100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE</b>							
26030	ZARNOTH BRUSH WORKS INC	BROOM STREET CLEANING	0172158-IN-1	10/02/2018	447.95	.00	
Total 100-55-5500-340 NON-AIDABLE: OPERATING EXPENSE:					447.95	.00	
<b>200-53-5361-340 OPERATING SUPPLIES EXPENSE</b>							
435510	DINGES FIRE COMPANY	GAS METER CALIBRATION	51394	10/29/2018	95.00	.00	
Total 200-53-5361-340 OPERATING SUPPLIES EXPENSE:					95.00	.00	
<b>100-55-5520-340 PARKS: OPERATING EXPENSE</b>							
770800	GEORGE, COREY	VEHICLE REIMBURSEMENT	071618	07/16/2018	808.75	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					808.75	.00	
<b>100-55-5520-340 PARKS:OPERATING EXPENSE</b>							
999823	FRIENDS OF THE ARBORETUM	MEMBERSHIP DUES	102918	10/29/2018	40.00	.00	
Total 100-55-5520-340 PARKS:OPERATING EXPENSE:					40.00	.00	
<b>210-51-5160-510 BLDG/PLANT: INSURED REPAIRS</b>							
1000078	REYNOLDS TRANSFER AND STOR	LOAD DECK FURNITURE	180889	10/09/2018	1,323.00	.00	
1000078	REYNOLDS TRANSFER AND STOR	2 STORAGE TRAILERS	18132611	11/01/2018	1,000.00	.00	
Total 210-51-5160-510 BLDG/PLANT: INSURED REPAIRS:					2,323.00	.00	
<b>100-55-5533-340 TENNIS: OPERATING EXPENSES</b>							
1000282	HARRISON, KENDALL & JESSICA	SQUEEGIE FOR COURT	060518	06/05/2018	159.80	.00	
1000282	HARRISON, KENDALL & JESSICA		061318	06/13/2018	63.27	.00	
1000282	HARRISON, KENDALL & JESSICA	ALL CITY TOURNAMENT SUPPL	072218	07/22/2018	125.00	.00	
Total 100-55-5533-340 TENNIS: OPERATING EXPENSES:					348.07	.00	
<b>100-55-5510-340 2018 FLOOD EXPENSES</b>							
1000447	PAUL DAVIS RESTORATION	1/2 OF REPAIRS 810 SHOREWO	3405	10/09/2018	12,285.40	.00	
Total 100-55-5510-340 2018 FLOOD EXPENSES:					12,285.40	.00	
<b>100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN</b>							
1000682	GARCETE, VINCENTE	BACKGROUND CHECK	082818	08/28/2018	15.00	.00	
Total 100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN:					15.00	.00	
<b>100-51-5145-210 D.P.: CONTRACTUAL SERVICES</b>							
1000688	COMPUTER MAGIC INC	SERVER MANAGED SUPPOR P	MSP-3994	10/31/2018	600.00	.00	
1000688	COMPUTER MAGIC INC	WORKSTATION MGNT PLAN	MSP-3994	10/31/2018	2,077.00	.00	
1000688	COMPUTER MAGIC INC	BACKUP SERV W/CLOUD RETE	MSP-3994	10/31/2018	799.00	.00	
Total 100-51-5145-210 D.P.: CONTRACTUAL SERVICES:					3,476.00	.00	
<b>100-55-5523-341 HORTICULTURE: CONSULTANT</b>							
1000852	MURRAY, SUSAN B	HORT CONSULT-VILLAGE HALL	239415	11/06/2018	269.50	.00	
Total 100-55-5523-341 HORTICULTURE: CONSULTANT:					269.50	.00	
<b>210-55-5542-344 SPECIAL EVENTS EXPENSE</b>							
2000011	CHOCOLATE SHOPPE ICE CREAM	ICE CREAM FOR MEMBER PAR	081918	08/19/2018	492.00	.00	
Total 210-55-5542-344 SPECIAL EVENTS EXPENSE:					492.00	.00	
<b>100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN</b>							
2000070	WEHELIYE, OMAR	BACKGROUND CHECK	082718	08/27/2018	15.00	.00	
Total 100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN:					15.00	.00	
<b>100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN</b>							
2000071	CASHIN, TY	BACKGROUND CHECK	082918-1	08/29/2018	15.00	.00	
Total 100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN:					15.00	.00	

Vendor	Vendor Name	Description	Invoice Number	Invoice Date	Net Inv Amount	Amount Paid	Date Paid
100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN							
2000072	LAURA SCHECHTER	BACKGROUND CHECK REIMBU	082818	08/28/2018	15.00	.00	
Total 100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN:					15.00	.00	
<b>100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN</b>							
2000073	ARSAELSSON, KRIS	BACKGROUND CHECK	083118	08/31/2018	15.00	.00	
Total 100-55-5538-340 OUTDOOR SOCCER: OPERATNG EXPEN:					15.00	.00	
Grand Totals:					194,255.76	17,132.65	

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
<u>Account No.</u>	<u>Account Title</u>	<u>CY YTD Actual</u>	<u>CY Budget</u>	<u>Variance</u>	<u>% of Budget</u>	<u>PY Actual</u>	<u>PY Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>								
100-41-4111-000	GENERAL PROPERTY TAXES	0	2,770,440	(2,770,440)	0.00%	0	2,563,496	0.00%
100-41-4131-000	PAYMENTS IN LIEU OF TAX	0	62,000	(62,000)	0.00%	0	60,000	0.00%
100-41-4181-000	INTEREST & PENALTIES ON TAXES	30	0	30	-	15	500	3.08%
100-43-4330-000	FED/STATE DISASTER RELIEF	0	0	0	0.00%	0	0	0.00%
100-43-4341-000	STATE SHARED REVENUE	3,133	20,888	(17,755)	15.00%	3,133	20,889	15.00%
100-43-4342-000	FIRE INSURANCE PREMIUM-2% DUES	20,773	21,217	(444)	97.91%	21,217	19,576	108.38%
100-43-4351-000	STATE AID: EXEMPT COMPUTERS	17,628	46,000	(28,372)	38.32%	17,373	44,075	39.42%
100-43-4352-100	LAW ENFORCEMENT TRAINING AIDS	1,600	1,800	(200)	88.89%	0	1,800	0.00%
100-43-4352-105	PUBLIC SAFETY EQUIPMENT AIDS	0	0	0	0.00%	0	0	0.00%
100-43-4352-110	GRANTS TO POLICE DEPARTMENT	0	1,000	(1,000)	0.00%	897	0	-
100-43-4353-000	STATE AID: HIGHWAY	309,721	309,366	355	100.11%	298,216	298,862	99.78%
100-43-4353-100	LOCAL ROADS GRANT	0	0	0	0.00%	0	0	0.00%
100-43-4353-300	STATE FEMA GRANT	0	0	0	0.00%	0	0	0.00%
100-43-4358-000	FORESTRY GRANTS	0	0	0	0.00%	0	0	0.00%
100-43-4360-000	DANE CTY GRANT: LAND CONS DEPT	0	0	0	0.00%	0	0	0.00%
100-44-4411-000	LICENSES: LIQUOR/MALT BEVERAGE	4,905	5,000	(95)	98.10%	5,115	5,050	101.29%
100-44-4412-000	LICENSES: OTHER BUS/OCCUPATION	2,103	2,800	(698)	75.09%	3,005	3,000	100.17%
100-44-4421-000	LICENSES: BICYCLE	0	60	(60)	0.00%	6	60	10.00%
100-44-4422-000	LICENSES: DOG & CAT	2,198	2,600	(403)	84.52%	1,293	4,000	32.33%
100-44-4423-000	LICENSES: MISC	1,244	1,000	244	124.42%	1,030	700	147.14%
100-44-4431-000	PERMIT/INSPCTN FEES: BUILDINGS	32,666	15,000	17,666	217.78%	27,631	17,000	162.54%
100-44-4432-000	PERMIT/INSPCTN FEES: HVAC	5,071	5,000	71	101.42%	9,872	6,000	164.54%
100-44-4433-000	PERMIT/INSPCTN FEES: ELECTRICAL	7,755	5,000	2,755	155.09%	8,751	7,000	125.02%
100-44-4434-000	PERMIT/INSPCTN FEES: PLUMBING	7,765	4,000	3,765	194.11%	6,995	5,000	139.90%
100-44-4435-000	PERMIT/INSPCTN FEES: SIGNS	1,193	600	593	198.78%	2,251	100	2250.82%
100-44-4436-000	PERMIT/INSPCTN FEES: SPRNK/FIRE	0	0	0	0.00%	0	0	0.00%
100-44-4439-000	PERMIT/INSPCTN FEES: MISC.	1,265	400	865	316.25%	450	450	100.00%

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-44-4441-000	ZONING FEES	3,950	3,000	950	131.67%	2,850	2,300	123.91%
100-44-4491-000	CABLE TV FRANCHISE FEES	24,141	31,000	(6,859)	77.88%	21,966	29,000	75.74%
100-44-4492-000	% SURCHARGE FOR RECREATION	0	7,500	(7,500)	0.00%	0	7,500	0.00%
100-45-4511-000	COURT FINES	29,266	32,000	(2,734)	91.46%	27,036	30,000	90.12%
100-45-4513-000	PARKING VIOLATIONS	42,181	43,000	(819)	98.10%	34,914	45,000	77.59%
100-45-4514-000	POLICE DONATIONS/MISC REVENUES	2,372	3,000	(628)	79.06%	3,071	0	-
100-46-4611-000	CLERK: MATERIAL & SUPPLY SALES	0	25	(25)	0.00%	39	0	-
100-46-4612-000	CLERK: EMPLOYEE SUNSHINE FUND	873	400	473	218.14%	606	200	302.90%
100-46-4613-000	CLERK: PARKING PERMITS	445	700	(255)	63.57%	518	800	64.75%
100-46-4621-000	LAW ENFORCEMENT FEES	607	400	207	151.67%	470	400	117.49%
100-46-4642-000	WIS MUNICIPAL RECYCLING GRANT	14,886	15,000	(114)	99.24%	14,892	14,138	105.33%
100-46-4642-100	RECYCLING PROCEEDS	0	0	0	0.00%	0	0	0.00%
100-46-4645-000	DISPOSAL REPAIR FEES	0	0	0	0.00%	327	0	-
100-46-4670-000	BOOK PUBLISHING REVENUES	60	60	(0)	99.70%	180	250	72.00%
100-46-4670-100	RESALE BOOK PUBLISHING REVENUE	0	0	0	0.00%	0	0	0.00%
100-46-4671-000	BOOK SHIPPING INCOME	0	0	0	0.00%	0	0	0.00%
100-46-4672-000	CONTRIBUTIONS:PARKS & FORESTRY	8,568	0	8,568	-	11,489	0	-
100-46-4672-100	GARDEN PLOT REVENUES	2,675	2,660	15	100.56%	2,520	2,000	126.00%
100-46-4672-110	CONTRIBUTIONS: GARDEN CLUB	2,500	2,500	0	100.00%	2,500	2,500	100.00%
100-46-4672-130	CONTRIBUTIONS: HORT CONSULTANT	1,000	1,000	0	100.00%	0	0	0.00%
100-46-4673-100	RECREATION: FOUR CORNERS	16,775	15,135	1,640	110.84%	15,135	14,000	108.11%
100-46-4673-200	RECREATION: LAND REC	25,575	17,000	8,575	150.44%	16,888	14,250	118.51%
100-46-4673-210	RECREATION: LAND REC GRANT	0	0	0	0.00%	0	0	0.00%
100-46-4673-300	RECREATION: TENNIS	23,135	25,500	(2,365)	90.73%	25,831	28,000	92.25%
100-46-4673-400	RECREATION: BASEBALL	0	0	0	0.00%	0	0	0.00%
100-46-4673-500	RECREATION: BASKETBALL	2,760	2,200	560	125.45%	2,210	2,200	100.45%
100-46-4673-600	RECREATION: GOLF	3,933	3,824	109	102.84%	3,824	7,000	54.63%
100-46-4673-700	RECREATION: KAYAK/CANOE	560	850	(290)	65.88%	806	700	115.14%

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-46-4673-800	RECREATION: INDOOR SOCCER	0	0	0	-	0	0	0.00%
100-46-4673-900	RECREATION: OUTDOOR SOCCER	10,346	9,700	646	106.66%	9,605	8,780	109.40%
100-46-4674-100	COMMUNITY CENTER RENTALS	2,402	2,200	202	109.18%	2,414	3,500	68.96%
100-46-4674-210	JULY 4th FAMILY PICNIC	910	1,500	(590)	60.67%	1,254	1,200	104.50%
100-46-4674-220	JULY 4th FIREWORKS	7,587	8,000	(413)	94.84%	8,350	8,100	103.08%
100-47-4741-000	WATER DEPT: REIMB FOR SERVICES	0	13,494	(13,494)	0.00%	13,230	13,230	100.00%
100-47-4742-000	SEWER DIV: REIMB FOR SERVICES	0	10,924	(10,924)	0.00%	10,710	10,710	100.00%
100-47-4743-000	WATERFRONT: REIMB FOR SERVICES	0	17,034	(17,034)	0.00%	16,700	16,700	100.00%
100-47-4744-000	STORMWATER:REIMB FOR SERVICES	0	9,180	(9,180)	0.00%	9,000	9,000	100.00%
100-48-4810-000	INTEREST ON INVESTMENTS	0	15,000	(15,000)	0.00%	19,596	10,000	195.96%
100-48-4810-100	BUILD AMERICA BOND SUBSIDY	3,781	7,746	(3,966)	48.81%	8,493	8,502	99.89%
100-48-4812-000	CAPITAL PROJECT BOND INTEREST	0	0	0	0.00%	0	0	0.00%
100-48-4815-000	REPAYMENT: WATER UTILITY ADVANC	0	18,465	(18,465)	0.00%	0	0	0.00%
100-48-4821-000	RENT: DUE FROM POOL	0	38,500	(38,500)	0.00%	37,778	40,000	94.45%
100-48-4822-000	RENT: BLACKHAWK C.C.	74,997	100,300	(25,303)	74.77%	99,996	100,300	99.70%
100-48-4823-000	BCC INSURANCE REIMBURSEMENT	0	0	0	0.00%	0	0	0.00%
100-48-4825-000	RENT: PARKING SPACES	0	0	0	0.00%	0	0	0.00%
100-48-4827-000	DEVELPR SHARE MAD FIRE EXPENSE	40,067	39,612	455	101.15%	9,584	9,584	100.00%
100-48-4830-000	MISCELLANEOUS SALES	334	0	334	0.00%	252	0	-
100-48-4831-000	POLICE/ FIRE SALES	0	0	0	0.00%	4,802	3,500	137.20%
100-48-4833-000	VILLAGE TREE SALES	5,666	6,000	(334)	94.44%	11,292	4,000	282.29%
100-48-4836-000	DPW VEHICLE SALES	284	0	284	0.00%	0	0	0.00%
100-48-4838-000	DANE CTY CALENDARS	708	800	(92)	88.48%	796	600	132.70%
100-48-4840-000	INSURANCE DIVIDENDS	14,098	0	14,098	-	8,888	0	-
100-48-4850-000	INSURANCE CLAIMS	2,047	0	2,047	0.00%	0	0	0.00%
100-48-4855-000	SHWD LEAGUE/FOUNDATN RECEIPTS	0	0	0	0.00%	0	0	0.00%
100-48-4895-000	REPAYMENT: TIF ADVANCE	0	48,602	(48,602)	0.00%	0	0	0.00%
100-49-4941-000	MISCELLANEOUS REVENUES	16,066	17,000	(934)	94.50%	16,556	17,000	97.39%

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-49-4944-000	FUND BALANCE APPLIED	0	133,334	(133,334)	0.00%	0	141,401	0.00%
<b>EXPENSES</b>								
100-51-5111-310	VILLAGE BOARD: SUP & EXPENSE	3,754	1,500	2,254	250.24%	3,343	1,500	222.84%
100-51-5111-720	VILLAGE BOARD: DONATIONS	400	0	400	-	0	0	0.00%
100-51-5112-310	COMMITTEES: SUP & EXPENSE	343	300	43	114.28%	346	900	38.48%
100-51-5120-110	JUDICIAL: SALARY & ALLOWANCES	2,337	2,965	(628)	78.82%	2,337	2,965	78.82%
100-51-5120-120	JUDICIAL: COURT CLERK WAGES	18,163	22,341	(4,178)	81.30%	17,923	21,822	82.13%
100-51-5120-150	JUDICIAL: BENEFITS	5,294	6,437	(1,143)	82.24%	5,147	6,237	82.53%
100-51-5120-310	JUDICIAL: OFFC. SUP & EXPENSE	1,570	1,700	(130)	92.37%	1,340	1,700	78.84%
100-51-5120-321	JUDICIAL: DUES	140	140	0	100.00%	140	140	100.00%
100-51-5120-322	JUDICIAL: SEMINARS & TRAINING	1,552	1,665	(113)	93.23%	1,031	1,665	61.94%
100-51-5130-210	LEGAL: GEN. ADVICE & COUNSEL	13,047	18,000	(4,953)	72.48%	15,256	18,000	84.76%
100-51-5130-211	LEGAL: ORDINANCE PROSECUTIONS	15,066	29,000	(13,934)	51.95%	28,548	27,000	105.73%
100-51-5141-120	ADMIN: WAGES	70,678	85,246	(14,568)	82.91%	68,044	86,769	78.42%
100-51-5141-150	ADMIN: BENEFITS	22,684	23,079	(395)	98.29%	17,383	19,447	89.39%
100-51-5141-320	ADMIN: DUES & SEMINARS	2,347	1,700	647	138.05%	1,614	1,700	94.94%
100-51-5141-340	ADMIN: MONTHLY BULLETIN	0	0	0	0.00%	0	0	0.00%
100-51-5141-380	ADMIN: STAFF SUNSHINE FUND	311	400	(89)	77.74%	604	300	201.43%
100-51-5142-120	CLERK: WAGES	48,297	70,608	(22,311)	68.40%	66,821	84,014	79.54%
100-51-5142-130	EXTRA OFFICE HELP	15,940	18,366	(2,426)	86.79%	15,422	17,919	86.06%
100-51-5142-150	CLERK: BENEFITS	14,555	20,689	(6,134)	70.35%	16,006	18,862	84.86%
100-51-5142-310	CLERK: SUP & EXPENSES	5,190	3,900	1,290	133.08%	3,235	3,900	82.95%
100-51-5142-322	CLERK: TRAINING/SEMINARS	1,146	1,600	(454)	71.65%	1,691	800	211.37%
100-51-5142-340	CLERK: POSTAL EXPENSES	1,410	3,000	(1,590)	47.01%	1,945	3,500	55.58%
100-51-5142-500	CLERK: DANE CTY CALENDARS	0	600	(600)	0.00%	0	600	0.00%
100-51-5142-700	CLERK: LICENSE COSTS	0	0	0	0.00%	0	0	0.00%
100-51-5143-158	PERSONNEL: UNEMPLOYMENT COMP	0	0	0	0.00%	194	0	0.00%
100-51-5143-160	PERSONNEL: WORKMAN'S COMP INS	47,080	44,000	3,080	107.00%	43,253	42,547	101.66%

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-51-5143-190	PERSONNEL: PROVIDED FOR EVALS	0	0	0	0.00%	1,113	0	0.00%
100-51-5143-200	PERSONNEL: RECRUITMENT	0	0	0	0.00%	19,173	0	-
100-51-5143-210	PERSONNEL: MEDICAL EVALUATIONS	0	0	0	0.00%	491	0	-
100-51-5143-300	PERSONNEL: RETIREES INS PREM	27,316	48,954	(21,638)	55.80%	22,439	9,600	233.74%
100-51-5144-140	ELECTIONS: PER DIEM WAGES	2,104	4,000	(1,896)	52.60%	1,526	1,100	138.75%
100-51-5144-340	ELECTIONS: OPERATING SUPPLIES	1,125	1,000	125	112.53%	602	400	150.38%
100-51-5145-210	D.P.: CONTRACTUAL SERVICES	44,220	40,000	4,220	110.55%	17,743	19,000	93.38%
100-51-5145-340	D.P.: OPERATIONS EXPENSE	1,843	2,700	(857)	68.26%	1,764	2,700	65.34%
100-51-5145-350	WEBSITE COSTS	20	570	(550)	3.54%	821	570	144.02%
100-51-5151-210	FINANCE: AUDIT SERVICES	38,179	25,000	13,179	152.72%	23,548	26,000	90.57%
100-51-5151-290	LIFE QUEST FEES/OTHER PAYMENTS	0	0	0	0.00%	0	0	0.00%
100-51-5151-300	BOND ISSUE EXPENSES	3,900	0	3,900	-	3,425	0	-
100-51-5152-340	TREASURY: OPERATIONS	0	0	0	0.00%	0	0	0.00%
100-51-5152-390	TREASURY: WRITE-OFF EXPENSE	0	0	0	0.00%	0	0	0.00%
100-51-5153-210	ASSESSOR: CONTRACTUAL EXPENSE	8,611	10,190	(1,579)	84.50%	40,447	32,000	126.40%
100-51-5154-511	LIABILITY INS (LEAGUE)	48,266	43,729	4,537	110.38%	39,338	43,729	89.96%
100-51-5154-512	PROPERTY INS (LGPIF)	13,619	14,708	(1,089)	92.60%	13,483	14,708	91.67%
100-51-5160-220	BLDGS & PLANT: GAS & ELECTRIC	28,575	42,000	(13,425)	68.04%	34,481	41,000	84.10%
100-51-5160-221	BLDGS & PLANT: WATER	3,738	8,000	(4,262)	46.72%	3,668	8,000	45.85%
100-51-5160-222	BLDGS & PLANT: TELEPHONE	3,784	4,000	(216)	94.60%	3,792	5,000	75.84%
100-51-5160-223	BLDGS & PLANT:STORMWATER CHRG	4,450	6,600	(2,150)	67.43%	4,423	5,500	80.42%
100-51-5160-240	BLDGS & PLANT: CONTRACTUAL	4,782	3,410	1,372	140.22%	3,408	3,410	99.93%
100-51-5160-530	BLDGS & PLANT: RENTAL EXPENSE	4,387	2,500	1,887	175.49%	24,825	17,290	143.58%
100-52-5210-110	POLICE: SALARIES & ALLOWANCES	75,117	95,326	(20,209)	78.80%	67,780	90,282	75.08%
100-52-5210-120	POLICE: CLERICAL WAGES	58,629	73,638	(15,009)	79.62%	55,914	71,238	78.49%
100-52-5210-121	POLICE: OFFICER WAGE & HOLIDAY	271,089	322,202	(51,113)	84.14%	242,500	312,868	77.51%
100-52-5210-122	POLICE: OVERTIME WAGES	20,592	9,000	11,592	228.80%	12,520	8,500	147.29%
100-52-5210-124	POLICE: PART-TIME DUTY WAGES	58,425	48,000	10,425	121.72%	54,257	48,000	113.04%

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
<u>Account No.</u>	<u>Account Title</u>	<u>CY YTD Actual</u>	<u>CY Budget</u>	<u>Variance</u>	<u>% of Budget</u>	<u>PY Actual</u>	<u>PY Budget</u>	<u>% of Budget</u>
100-52-5210-125	POLICE: DIFFERENTIAL	1,883	2,000	(117)	94.16%	1,565	2,000	78.23%
100-52-5210-128	POLICE: COM SERVICE OFFICERS	0	4,400	(4,400)	0.00%	5,058	4,400	114.95%
100-52-5210-129	POLICE: CROSSING GUARD WAG	4,357	5,000	(643)	87.13%	4,471	5,500	81.28%
100-52-5210-130	POLICE: EMPLOYMENT BONUS	0	0	0	0.00%	0	0	0.00%
100-52-5210-150	POLICE: BENEFITS	166,108	196,549	(30,441)	84.51%	145,588	189,482	76.83%
100-52-5210-170	POLICE: EDUCATION REIMB	0	1,000	(1,000)	0.00%	0	0	0.00%
100-52-5210-210	POLICE: CONTRACTUAL SERVICES	9,175	14,000	(4,825)	65.54%	8,977	11,000	81.61%
100-52-5210-310	POLICE: OFFICE SUPPLIES & EXP	2,026	3,000	(974)	67.52%	2,765	2,900	95.33%
100-52-5210-321	POLICE: DUES & SEMINARS	2,117	2,000	117	105.86%	1,277	1,500	85.13%
100-52-5210-322	POLICE: TRAINING EXPENSES	7,385	9,000	(1,615)	82.05%	7,080	8,000	88.50%
100-52-5210-340	POLICE: OPERATING EXPENSE	16,506	16,000	506	103.16%	11,182	14,200	78.75%
100-52-5210-341	POLICE: UNIFORM EXPENSE	6,203	5,000	1,203	124.06%	6,006	4,500	133.46%
100-52-5210-345	POLICE: PROMOTION	0	0	0	0.00%	0	0	0.00%
100-52-5210-350	POLICE: VEHICLE REPAIR & MAINT	8,311	5,000	3,311	166.22%	5,998	4,000	149.95%
100-52-5210-370	POLICE: FUEL & OIL	8,175	7,000	1,175	116.79%	6,739	7,000	96.27%
100-52-5210-380	POLICE: DRUG PREVENTION	0	0	0	0.00%	0	200	0.00%
100-52-5210-390	POLICE: INSURANCE COSTS	0	0	0	0.00%	0	0	0.00%
100-52-5220-210	FIRE: CONTRACTUAL EXPENSE	0	570,119	(570,119)	0.00%	522,280	522,280	100.00%
100-52-5220-215	FIRE: 2% DUES TO MAD FIRE DEPT	20,773	21,217	(444)	97.91%	21,217	19,576	108.38%
100-52-5220-590	FIRE: HYDRANT RENTAL	0	168,281	(168,281)	0.00%	169,045	168,281	100.45%
100-52-5240-150	INSPECTIONS: BENEFITS	2,059	2,180	(121)	94.46%	2,638	2,333	113.08%
100-52-5240-211	INSPECTIONS: BUILDINGS	14,893	14,000	893	106.38%	16,271	18,000	90.39%
100-52-5240-212	INSPECTIONS: HVAC	4,371	5,000	(629)	87.43%	5,911	5,000	118.23%
100-52-5240-213	INSPECTIONS: ELECTRICAL	5,245	7,000	(1,755)	74.93%	9,460	5,000	189.20%
100-52-5240-214	INSPECTIONS: PLUMBING	2,373	2,500	(127)	94.93%	3,455	2,500	138.21%
100-52-5240-340	INSPECTIONS: OPERATIONS	111	0	111	-	792	323	245.28%
100-52-5260-290	DANE COUNTY RADIO CONTRACT	7,794	7,058	736	110.43%	4,851	2,600	186.58%
100-53-5300-121	AIDABLE WORK: LABOR	54,216	72,262	(18,046)	75.03%	48,033	62,841	76.44%

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-53-5300-150	AIDABLE WORK: BENEFITS	10,608	12,560	(1,952)	84.46%	10,309	13,416	76.84%
100-53-5300-340	AIDABLE WORK: OPERATING EXP.	17,895	18,000	(105)	99.41%	14,800	19,000	77.89%
100-53-5300-450	SCHOOL SAFE ZONE	0	0	0	0.00%	0	0	0.00%
100-53-5300-600	AIDABLE: INSURANCE REPAIRS	0	0	0	0.00%	0	0	0.00%
100-53-5320-350	GARAGE: VEHICLE REPAIR & MAINT	11,909	18,000	(6,091)	66.16%	14,074	18,000	78.19%
100-53-5320-370	GARAGE: FUEL & OIL	12,523	8,000	4,523	156.53%	9,016	9,000	100.17%
100-53-5330-210	STR MAINT/REPAIR: ENGINEERING	0	0	0	0.00%	783	0	-
100-53-5330-230	STR MAINT/REPAIR: ANNUAL CNTCT	10,000	0	10,000	0.00%	8,000	10,000	80.00%
100-53-5342-220	STREET LIGHTING: POWER	13,864	16,000	(2,136)	86.65%	15,728	16,000	98.30%
100-53-5342-340	STREET LIGHTING: CONTRACTUAL	3,141	20,000	(16,859)	15.71%	5,751	20,000	28.76%
100-53-5344-350	STORM SEWERS: DISCHARGE PERMIT	134	85	49	157.85%	130	33	394.24%
100-53-5352-300	BUS SERVICE	0	30,000	(30,000)	0.00%	0	30,000	0.00%
100-53-5362-290	REFUSE COLL: CONTRACTUAL SERVC	66,096	94,360	(28,264)	70.05%	81,726	94,000	86.94%
100-53-5363-290	METRO LANDFILL EXPENSE	10,750	10,750	0	100.00%	12,460	12,460	100.00%
100-53-5365-121	RECYCLING/YARDWASTE:LABOR	34,602	50,931	(16,329)	67.94%	35,647	37,938	93.96%
100-53-5365-150	RECYCLING/YARDWASTE:BENEFITS	5,477	8,852	(3,375)	61.88%	5,569	8,100	68.76%
100-53-5365-340	RECYCLING/YARDWASTE: SUP EXP	4,657	4,100	557	113.59%	2,469	4,120	59.94%
100-53-5365-370	RECYCLING/YARDWASTE:FUEL & OIL	1,803	2,800	(997)	64.40%	1,007	2,800	35.97%
100-54-5400-130	VILLAGE HALL: CLEANING	3,556	5,668	(2,112)	62.74%	3,566	6,403	55.69%
100-54-5400-150	VILLAGE HALL: BENEFITS	454	985	(531)	46.07%	517	1,367	37.81%
100-55-5500-121	NON-AIDABLE WORK: LABOR	93,344	105,083	(11,739)	88.83%	79,268	91,585	86.55%
100-55-5500-150	NON-AIDABLE WORK: BENEFITS	15,876	18,265	(2,389)	86.92%	13,896	19,611	70.86%
100-55-5500-340	NON-AIDABLE: OPERATING EXPENSE	17,892	28,000	(10,108)	63.90%	29,711	24,000	123.79%
100-55-5500-600	NON-AIDABLE: INSURANCE COSTS	0	0	0	0.00%	0	0	0.00%
100-55-5500-700	COMMUNITY GARDENS	458	500	(42)	91.60%	527	500	105.34%
100-55-5514-121	COMMUNITY CTR: WAGES	1,341	578	763	232.01%	656	415	157.95%
100-55-5514-150	COMMUNITY CTR: WAGE BENEFITS	196	100	96	196.22%	95	89	106.60%
100-55-5514-220	COMMUNITY CTR: GAS & ELECTRIC	4,807	7,400	(2,593)	64.96%	5,102	7,000	72.89%

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-55-5520-121	FORESTER: WAGES	46,122	62,956	(16,834)	73.26%	44,998	60,964	73.81%
100-55-5520-122	GRANT FUNDED HORT WAGES	0	0	0	0.00%	0	0	0.00%
100-55-5520-125	HORT ASSISTANT WAGES	10,697	15,000	(4,304)	71.31%	12,736	14,500	87.83%
100-55-5520-150	FORESTER: WAGE BENEFITS	13,331	17,461	(4,130)	76.35%	13,153	17,022	77.27%
100-55-5520-320	PARKS:PROJECTS	10,238	7,000	3,238	146.25%	5,430	6,500	83.54%
100-55-5520-340	PARKS:OPERATING EXPENSE	3,311	4,400	(1,089)	75.24%	4,143	4,350	95.25%
100-55-5520-342	VILLAGE TREE SALES COSTS	5,281	6,000	(719)	88.02%	10,734	4,000	268.36%
100-55-5520-350	McKENNA PARK	0	0	0	0.00%	0	0	0.00%
100-55-5520-370	FORESTER: FUEL & OIL	0	0	0	0.00%	0	0	0.00%
100-55-5523-341	HORTICULTURE: CONSULTANT	578	1,000	(423)	57.75%	1,998	0	-
100-55-5523-343	HORTICULTURE: REFORESTATION	13,323	9,000	4,323	148.04%	7,737	8,000	96.71%
100-55-5523-350	HORTICULTURE:PLANTINGS	2,416	2,000	416	120.81%	2,555	1,700	150.30%
100-55-5523-550	FORESTRY GRANTS	0	0	0	0.00%	0	0	0.00%
100-55-5523-600	TREE MAINTENANCE	25,070	30,000	(4,931)	83.57%	21,400	32,000	66.87%
100-55-5523-650	TREE REMOVALS	22,913	25,000	(2,087)	91.65%	19,073	20,000	95.37%
100-55-5531-121	FOUR CORNERS: WAGES	12,581	12,000	581	104.85%	14,299	14,000	102.14%
100-55-5531-150	FOUR-CORNERS: BENEFITS	962	900	62	106.94%	1,094	1,071	102.14%
100-55-5531-340	FOUR CORNERS: OPERATING EXPNSE	1,583	650	933	243.48%	2,069	2,600	79.58%
100-55-5532-121	LAND RECREATION: WAGES	11,867	13,300	(1,433)	89.23%	15,681	13,300	117.90%
100-55-5532-150	LAND RECREATION: BENEFITS	908	1,017	(109)	89.27%	1,199	1,017	117.87%
100-55-5532-340	LAND RECREATION: OPERATING EXP	1,480	1,700	(221)	87.03%	2,207	2,000	110.36%
100-55-5533-121	TENNIS: WAGES	17,652	16,000	1,652	110.33%	18,700	18,500	101.08%
100-55-5533-150	TENNIS: BENEFITS	1,350	1,300	50	103.88%	1,431	1,415	101.10%
100-55-5533-340	TENNIS: OPERATING EXPENSES	4,039	1,000	3,039	403.86%	2,144	3,500	61.26%
100-55-5534-140	BASEBALL: UMPIRE PER DIEM EXP	0	0	0	0.00%	0	0	0.00%
100-55-5534-340	BASEBALL: OPERATING EXPENSES	0	0	0	0.00%	0	0	0.00%
100-55-5535-121	BASKETBALL: WAGES	1,250	1,000	250	124.95%	1,409	1,000	140.87%
100-55-5535-150	BASKETBALL: BENEFITS	96	77	19	124.17%	108	77	139.97%

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
Account No.	Account Title	CY YTD Actual	CY Budget	Variance	% of Budget	PY Actual	PY Budget	% of Budget
100-55-5535-340	BASKETBALL: OPERATING EXPENSE	559	750	(191)	74.55%	1,176	775	151.74%
100-55-5536-121	INDOOR SOCCER: WAGES	0	0	0	0.00%	0	0	0.00%
100-55-5536-150	INDOOR SOCCER: BENEFITS	0	0	0	0.00%	0	0	0.00%
100-55-5536-340	INDOOR SOCCER: OPERATING EXPEN	0	0	0	-	0	0	0.00%
100-55-5537-340	SPEC EVENTS: JULY 4th EXPENSE	1,304	1,375	(71)	94.82%	0	1,300	0.00%
100-55-5537-341	SPEC EVENTS: FIREWORKS EXPENSE	8,772	9,000	(228)	97.46%	8,741	9,000	97.12%
100-55-5537-342	SPEC EVENTS: RECOGNITION NIGHT	4,637	4,450	187	104.21%	4,307	4,300	100.16%
100-55-5538-340	OUTDOOR SOCCER: OPERATNG EXPEN	5,439	7,000	(1,561)	77.70%	4,741	8,200	57.81%
100-55-5540-340	GOLF: OPERATING EXPENSES	4,340	4,000	340	108.50%	3,535	6,000	58.92%
100-55-5550-390	KAYAK/CANOE RENTAL EXPENSES	0	550	(550)	0.00%	0	550	0.00%
100-56-5630-150	PLANNER	1,400	800	600	175.00%	600	0	-
100-56-5640-210	PROF CONSULTANT:PLAN REVIEW	926	800	126	115.74%	2,070	0	-
100-57-5735-775	CAP OUTLAY: CREW MOWER UNIT	0	0	0	0.00%	0	0	0.00%
100-57-5751-800	CAP OUTLAY: COMPUTERS	0	0	0	0.00%	0	0	0.00%
100-57-5751-810	CAP OUTLAY: GEN ADM EQUIPMENT	0	0	0	0.00%	0	0	0.00%
100-57-5751-825	CAP OUTLAY: ADMIN DP SOFTWARE	0	0	0	0.00%	0	1,500	0.00%
100-57-5751-830	CAP OUTLAY:FD/EMS CAPITL EQUIP	0	0	0	0.00%	0	0	0.00%
100-57-5751-845	CAP OUTLAY:PAINT BURBANK RAIL	0	0	0	0.00%	0	0	0.00%
100-57-5751-850	CAP OUTLAY:DPW CAPITAL EQUIPMT	0	0	0	0.00%	0	0	0.00%
100-57-5752-811	CAP OUTLAY: PD COMMNCTNS EQPT	0	0	0	0.00%	0	0	0.00%
100-57-5752-813	CAP OUTLAY: PD VEHICLE REPL	0	0	0	0.00%	0	0	0.00%
100-57-5752-815	CAP OUTLAY: PD SAFETY EQPT	0	0	0	0.00%	3,886	0	-
100-57-5752-817	CAP OUTLAY: PD EQUIPMENT	0	0	0	0.00%	0	0	0.00%
100-57-5752-821	CAP OUTLAY: FD COMMNCTNS EQPT	0	0	0	0.00%	0	0	0.00%
100-57-5752-822	CAP OUTLAY: FD OPERATING EQUIP	0	0	0	0.00%	0	0	0.00%
100-57-5752-825	CAP OUTLAY: FD SAFETY EQPT	0	0	0	0.00%	0	0	0.00%
100-57-5752-826	CAP OUTLAY: FD HOSE & APPLNCS	0	0	0	0.00%	0	0	0.00%
100-57-5752-828	CAP OUTLAY: FD VEHICLE REPLACE	0	0	0	0.00%	0	0	0.00%

Percent of year elapsed = 83.33%		October 31, 2018				October 31, 2017		
<u>Account No.</u>	<u>Account Title</u>	<u>CY YTD Actual</u>	<u>CY Budget</u>	<u>Variance</u>	<u>% of Budget</u>	<u>PY Actual</u>	<u>PY Budget</u>	<u>% of Budget</u>
100-57-5752-831	CAP OUTLAY: EMS COMMNCTN EQPT	0	0	0	0.00%	0	0	0.00%
100-57-5752-832	CAP OUTLAY: EMS OPERATING EQPT	0	0	0	0.00%	0	0	0.00%
100-59-5910-900	CONTINGENT ACCOUNT	0	0	0	0.00%	0	0	0.00%
100-59-5920-900	DUE TO DEBT SERVICE	612,989	926,422	(313,433)	66.17%	758,811	772,327	98.25%
	<b>TOTAL REVENUES</b>	<b>804,601</b>	<b>3,978,316</b>	<b>(3,173,715)</b>	<b>20.22%</b>	<b>884,617</b>	<b>3,663,903</b>	<b>24.14%</b>
	<b>TOTAL EXPENSES</b>	<b>2,546,950</b>	<b>3,947,254</b>	<b>(1,400,304)</b>	<b>64.52%</b>	<b>3,358,731</b>	<b>3,663,903</b>	<b>91.67%</b>

**Village of Shorewood Hills  
Minutes Board of Trustees  
Monday, October 15, 2018**

- 1. Called to Order** Village President David Benforado called the meeting to order at 7:01 p.m.
- 2. Roll Call** Members of the Board present were Mr. Benforado and Trustees Fred Wade, Scott Freidman, Anne Readell, Mark Lederer and Tracy Bailey. Village Treasurer Sean Cote and Trustees Mark Lederer and John Imes were excused. Also in attendance were Public Works Chief John Mitmoen, Sargent Detective Corey Denzer, Administrative Services Manager/Deputy Clerk David Sykes, Village Administrator Karl Frantz and Village Clerk Karla Endres.
- 3. Statement of Public Notice** Karl Frantz stated the meeting has been properly noticed.
- 4. Procedures Orientation**
- 5. Appearances and Communications**
- 6. Board Matters**
  - D. New Business Resolutions and Motions**
    - i. Consider conditional use permit for landscape improvements and access tram for property located at 3696 Lake Mendota Drive**

Mr. Benforado gave a brief background on the requested tram to the lake for the property and that the Plan Commission had recommended it to the Board with findings submitted.

Mr. Wade moved and Mr. Friedman seconded a motion to approve a conditional use permit located at 3696 Lake Mendota Drive.

Mr. Friedman asked the applicant if he has spoken with the neighbors regarding the project. Mark Turner stated he spoke with the Roth's and they approve of the project.

Motion passed 4-0.
    - B. Consent Agenda**

Mr. Benforado pulled the September 17<sup>th</sup> minutes from the consent agenda and Mr. Wade pulled the ROW occupancy permit from the agenda for further discussion.

      - i. Special Board minutes of September 6, 2018**

Ms. Bailey moved and Mr. Friedman seconded a motion to approve the September 6, 2018 minutes.

Motion passed 4-0.
      - ii. Regular Board meeting minutes of September 17, 2018**

Mr. Benforado moved and Mr. Wade seconded a motion to approve the September 17<sup>th</sup> minutes with two minor changes on page one and the correction of typos given.

Motion passed 4-0.
      - iii. Right of Way (ROW) Occupancy Permit – Lodgic Project 2801 Marshall Court**

Mr. Benforado summarized the good neighbor meeting held last week with regards to the Lodgic project.

Mr. Frantz stated it would still maintain two way traffic.

Jeff Dusterbeck, Project manager with Ideal Builders, explained the situation with the crane and the tentative plan to work it out to maintain two way traffic.

Mr. Wade moved and Mr. Friedman seconded a motion to approve the ROW occupancy permit for the Lodgic project.

Motion passed 4-0.

### **C. Ordinances**

#### **ii. First and possible second reading of an ordinance L-201805 repealing and recreating Chapter 27 of the Village Code Floodplain Zoning regulations.**

Mr. Frantz gave a brief background of the status of the floodplain zoning regulations and the process for the Board to approve the floodplain zoning.

Mr. Benforado asked if there would be a public hearing at the November Board meeting and if that would be the third reading of the ordinance.

Mr. Frantz confirmed that it would be a public hearing and third reading. He confirmed this would not change the FEMA zoning of the Village from zone X.

Mr. Benforado understood that once the Village is approved for the Floodplain zone then the Village will be allowed to join the National Flood Insurance Program (NFIP) so any resident or business is eligible to participate in the program.

Mr. Wade moved and Ms. Bailey seconded a motion for the first and second reading of ordinance L-2018-5 repealing and recreating Chapter 27 of the Village Code Floodplain zoning regulations.

Motion passed 4-0.

### **D. New Business Resolutions and Motions**

#### **vi. Consider formation of Ad hoc Stormwater Committee**

Mr. Benforado briefly introduced the members of the Ad Hoc committee. He suggested a term of one year and potential extension by the Village Board's approval.

Gloria Beach asked if this committee will have opportunities for public input.

Mr. Wade moved and Mr. Friedman seconded a motion to form the Ad hoc Stormwater Committee.

Motion passed 4-0.

### **E. Appointments**

#### **ii. Chair and members to Ad hoc Stormwater Committee**

Mr. Benforado wanted to recuse himself due to possible conflict with a family member being assigned to the committee.

The Board talked and felt Mr. Benforado did not need to recuse himself from this agenda item.

The suggested member of this ad hoc committee were the following:

Gloria Beach, 907 Swarthmore Court

Carolyn Benforado, 3902 University Avenue

Greg Brauer, 3227 Topping Road

Peter Hans, 2909 Columbia Road

Mark Mandel, 3205 Tally Ho Lane

Eric Riedner, 924 University Bay Drive

Brian Berquist, Corey George, John Mitmoen, and Karl Frantz are all staff members that will be involved with various parts of the committee's mission.

Mr. Benforado stated the mission of the committee is to learn about the causes and extent of the August 20, 2018 flash flood that impacted over 80 village homes, numerous village businesses, many village assets and the railroad. Then to recommend actionable steps the Village could take to prevent the extent of any future such flash flood events. To offer public input sessions toward the start of its work and perhaps toward the end of its work with its draft recommendations to the Village Board are being finalized. The goal for the committee will be to make two reports to the

Village Board, a status report and any additional recommendations by no later than May 1, 2019 and a final report with recommendations by no later than November 1, 2019. The term of this committee would be one year subject to extension by the Board.

Mr. Friedman moved and Mr. Wade seconded a motion to approve the members and mission of the Ad hoc Village Stormwater Committee.

Motion passed 4-0.

**D.**

**viii. Board guidance to Pool Committee on future use of Pool/Community Center building**

Mr. Benforado gave a brief background summary from the previous meeting in April.

Mr. Wade stated this has not been to a committee yet but should be through the Finance Committee for review. Currently, there is no long term debt money to spend for renovations to the pool/community center building.

Gloria Beach, 907 Swarthmore Court, asked why the Pool Committee is not working with the Recreation Committee on the Community Center. She indicated she would like to be on the Pool Committee.

Mr. Wade recommended that the Board make a statement by determining that the existing structure will neither be torn down and replaced, nor modified by removal of the existing second floor as the drafted memo states that the Village would like the existing building left as is. The pool committee is welcome to do renovations on the first floor and around the pool deck but the second floor community center should be left as is.

Ms. Bailey stated that if the Pool Committee is renovating the first floor of the pool, the Village needs to consider the parking lot at the pool as a high priority due to stormwater and flooding.

Mr. Wade moved and Ms. Bailey seconded a motion that the Board provide guidance to the Pool Committee determining that the existing structure will neither be torn down and replace, nor modified by removal of the existing second floor and the Village would like the existing building left as is.

Motion passed 4-0.

**C. Ordinances**

**i. Third reading of an ordinance L-2018-4 creating a two-hour parking zone on Marshall Court**

Mr. Friedman moved and Mr. Wade seconded a motion to pass the third reading of ordinance L-2018-4 creating a two-hour parking zone on Marshall Court.

Motion passed 4-0.

**D.**

**iii. Consider Operator's License denial appeal**

Mr. Friedman briefly explained the denial and how it came to the Public Health and Safety Committee (PH&S). He stated the PH&S Committee recommended the approval of the Operator's license.

Mr. Friedman moved and Mr. Wade seconded a motion to approve the Operator's License for Whitney Kruser.

Motion passed 4-0.

**ii. Consider change to policy statement regarding Operator license applications**

Mr. Friedman moved and Ms. Bailey seconded a motion to change the approval policy from "any" to "criminal".

Motion passed 4-0.

**iv. Consider changes to fee schedule**

Mr. Benforado briefly described the seven proposed changes to the fee schedule based on staff suggestions. He stated the November meeting would be a good place to take it up for a vote. Mr. Wade stated the proposed fee schedule changes are in the proposed budget and if they are not passed, it may have consequences on the overall budget. He also stated it is a good idea to pass it through the Services Committee.

Will take this item up at the November meeting.

**v. Consider formation of Ad hoc Disaster Preparedness Committee**

Ms. Bailey briefly introduced the community members interested in serving this committee. She believes this would be a little too quick for 4-6 months to get a plan in place for the Village Board to review..

Ms. Bailey moved and Mr. Wade seconded a motion to form the Ad hoc Disaster Preparedness Committee.

Motion passed 5-0. (Anne present)

**E. Appointments**

**i. Chair and members to Ad hoc Disaster Preparedness Committee**

Jim Richards, 3210 Tally Ho Lane

Charlie Field, 3421 Blackhawk Drive

Jerry Stein, 910 Western Road

Marilyn Krichko, 3519 Sunset Drive

Chair Tracy Bailey, 3311 Topping Road

Mr. Wade moved and Ms. Readel seconded a motion to approve the appointments listed to the Ad hoc Disaster Preparedness Committee.

Motion Passed 5-0.

**D.**

**vii. Consider Finance Committee recommendation to proceed with debt issuance for tax increment projects**

Mr. Frantz briefly explained the need for financing with the amount of major projects happening in the next year to include finishing the bike path, partial signal at Hilldale on University, the University Ave reconstruction project, etc. He explained the extent of the need to borrow money for projects in the Village.

Mr. Wade stated that the Finance Committee recommended to the Board that the Village borrow \$2,370,009 to finance several future projects.

Mr. Benforado would like to see the TID not be extended but attempt to close each of them early. He would like to see the Village draw the amount of borrowing down.

Mr. Wade would like to see the Marshall Court projects cost drawn down as well.

**A. Payment of Bills**

Mr. Benforado read Mr. Cote's recommendation to approve the bills proposed for a total of \$129,361.21.

Mr. Wade moved and Ms. Readel seconded a motion to ratify the amount of the September prepaids in the amount of \$23,698.15 and the October Board Bills in the amount of \$105,663.06 for a total of \$129,361.21.

Motion passed 5-0.

**ix. Consider certified survey map for 2725, 2801 Marshall Court and 2840-2862 University Avenue.**

Mr. Benforado tabled this item with the note that a special board meeting will possibly be needed.

## **7. Reports of Officials and Committees**

### **A. Village President-**

**i. Village facilities planning-**Mr. Benforado shared the timeline for village facilities and the planning process to proceed.

**ii. Meeting with Mayor Soglin, Brar, and O'Connor on lake levels-**Mr. Benforado gave a brief update that the communities will continue to meet every four to six weeks.

**iii. Upcoming Tuesday, January 22, 2019 Village caucus-** Mr. Benforado, Ms. Readel, Mr. Wade, and Ms. Bailey's seating are up for re-election.

Mr. Wade is almost 100% sure he won't run again and would like to see younger people get on the Board.

Ms. Readel also does not plan on running for re-election.

Mr. Benforado would like to put an article in the bulletin for November and December seeking interested residents to step forward and speak with current Board members about filling vacancies.

### **iv. Upcoming Annual Village Recognition Dinner on Saturday, February 2, 2019**

A 4:30 cocktail hour was suggested due to daylight savings time.

**v. Tree Walk-** Mr. Benforado and neighbors did a walk with the Forester to determine which trees should be taken out in the Village Right of way on Burbank Place. Mr. George was a great resource.

### **B. Village Administrator –**

**i. University Avenue reconstruction update-** already updated on this project.

**ii. 2019 operating budget status and Finance Committee recommendations including Finance Committee recommendation to proceed with Public Fire Protection (PFP) Charge to be expensed on utility bills as opposed to the property tax levy –** Mr. Frantz stated his notes describe the recommendation. He then explained the options with the public fire protection between putting the charge on the utility bills or to keep it on the tax roll.

**iii. Update on bridge replacement program-** The Village was awarded bridge replacement funds. This is something that will need public input.

**C. Personnel Committee –** did not meet. Meeting in a couple weeks.

**D. Finance Committee –** Meeting Wednesday

**E. Plan Commission –** Met and discussed planning for Garden Homes as a Village as well as a conditional use permit.

**F. Public Works Committee –**nothing to report.

**G. Services Committee –** nothing to report. Will need to meet soon.

**H. Public Health & Safety Committee –** Meeting in December.

**I. Recreation Committee-**Met and discussed budgets for rec programs and some new ones.

**J. Ad hoc Sustainability Committee –**nothing to report.

**K. Ad Hoc Heiden Haus Committee-** Met and would like to have the Village take the project under their scope in the future. Talked about that transition.

**L. Parks Committee-** nothing to report.

**M. Blackhawk Liaison Committee –** nothing to report. Meeting October 23<sup>rd</sup>.

**N. Golf Committee –** nothing to report.

**O. Pool Committee –** nothing to report.

**P. Waterfront Committee –** Nothing to report.

**Q. Joint Campus Area Committee –** Talked about the new parking lot at the vet school that is going to become a ramp.

- 8. Confirm next meeting date**  
**i. November 5 budget meeting**  
**ii. November 19**  
**iii. December 18**

**9. Adjourn**

Meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Karla Endres, Village Clerk

DRAFT

**Village of Shorewood Hills  
Board of Trustees Minutes  
Monday, November 5, 2018**

- 1. Called to Order** Village President David Benforado called the meeting to order at 7:00 p.m.
- 2. Roll Call** Members of the Board present were Mr. Benforado and Trustees Fred Wade, Anne Readel, Mark Lederer, John Imes, Tracy Bailey and Village Treasurer Sean Cote. Trustee Scott Friedman was excused. Also in attendance were Public Works Crew Chief John Mitmoen, Police Chief Aaron Chapin, Village Forester Corey George, Administrative Services Manager/Deputy Clerk David Sykes, Village Administrator Karl Frantz and Village Clerk Karla Endres.
- 3. Statement of Public Notice** Karl Frantz stated the meeting has been properly noticed.
- 4. Appointments-**

Ms. Readel moved and Mr. Lederer seconded a motion to recommend Katie Petykowski to the Ad Hoc Disaster Preparedness Committee.  
Motion passed 6-0.
- 5. Presentation of 2019 draft recommended general, debt service, water, sewer, stormwater, waterfront, pool, tax increment district III and IV and capital fund budgets and other financial information**

Mr. Frantz presented the Village funds finances. He explained the contents of each budget and what each line item contains. He explained the goal for the general fund is to sustain itself without the use of one time revenue sources. Mr. Frantz stated that \$160,000 will be removed from the tax levy and will be put on the utility bill as a fee.

Mr. Frantz explained the increase in staffing for the first time in 15 years. The proposal is to add another full time officer to help cover the night shifts and allow for there to be a supervisor on each shift. He also mentioned the addition of a half time position for the Village Forester to have help year round.

He explained the wages and benefits and that the proposed increase is more than in the recent years.

He shared the debt amounts for each fund and the position the Village is in with regards to their borrowing. They borrowed at favorable times in the past and have payments that are usually ten years and a couple that are 15 year borrowings.

He briefly gave an update on the TIF districts and their progress.

There was a discussion on the capital budget and the \$211,500 in purchases for 2019.

Mr. Frantz explained the expenses of the flood and where that stands with which the Village will be responsible for repairs both covered and not covered by insurance.

  - i. Public comments-** There was no public comment.
  - ii. Possible Board actions regarding Village finances and 2018 budgets in preparation for Public Hearing and final budget approvals on November 19**

Mr. Imes asked if there was a consideration to not levying the maximum.

Mr. Wade explained that it was necessary to levy the maximum with consideration to what our capital needs the village is faced with.

Mr. Benforado stated he is comfortable with the budget that was presented. He is comfortable with the additional vehicle as an addition to the fleet. He stated he would like to see with advanced technology in the future that we start looking at electric vehicles.

Mr. Benforado then went into the capital plan and asked about the purchase of the body worn cameras.

Ms. Readel would like to see the four corners bathrooms renovated in 2019.

Mr. Benforado stated the community center roof should be taken up by the services committee to see what type of fix is desired. Whether there is a change to the pitch of the roof or the pool committee would like to have an extra viewing area which would change the way the roof would be done. He would like to see this done in 2019.

Mr. Imes asked if the walk path could be done at the same time as another paving project in the Village to combine bids and save some labor costs.

Mr. Benforado would like to see two bids come in for the walk path mill in place and one option would be to pave over the existing. The other option would be to bid a total reconstruct of the walk path.

Mr. Wade mentioned that there was a recommendation from Finance to have the \$160,000 transferred from the debt service to the capital fund for flood related and other expenses in 2019.

Mr. Benforado stated that we should add to the 2019 budget for \$160,000 for flood remediation.

Mr. Lederer would like to see the flood remediation projects put into the budget individually so they can pick and choose which projects take priority.

Ms. Readel stated that the Village had agreed to pay \$5,000 toward the Heiden Haus renovations along with the donations that were intended to 100% fund the remodel project.

Mr. Benforado asked that the Board consider raising the stormwater fee in the next year or two to help fund expenses that might in turn cause a deficit if not raised in the near future.

**6. Set Special Board meeting date and time to consider certified survey map and enter into other agreements related to the Lodgic Project and bike path acquisition.**

7:00 am Thursday November 8<sup>th</sup>.

#### **5. Adjourn**

Meeting was adjourned at 9:28 p.m.

Respectfully submitted,

Karla Endres, Village Clerk

**Village of Shorewood Hills  
Minutes Board of Trustees  
Friday, November 9, 2018**

**1. Called to Order** Village President David Benforado called the meeting to order at 7:31 a.m.  
**2. Roll Call** Members of the Board present were Mr. Benforado and Trustees Fred Wade, Mark Lederer, Anne Readell. Village Treasurer Sean Cote and Trustees Scott Friedman, Tracy Bailey and John Imes were excused. Also in attendance were Village Administrator Karl Frantz and Village Clerk Karla Endres.

**3. Statement of Public Notice** Karl Frantz stated the meeting has been properly noticed.

**4. Board Matters**

Mr. Benforado gave a brief explanation of the four resolutions being presented.

Mr. Lederer asked why the Village is paying for the parking stalls around Psychiatric Services to be constructed when initially the Village was to pay a lump sum that included the parking stall reconstruction along with other negotiations. He also asked if there would be a cap on the cost of the parking stalls reconstruction around the building.

Mr. Benforado explained that Brian Berquist presented a detailed cost study on the construction of the parking stalls. The Village has an estimate of approximately \$80,000. He stated this was one piece of the negotiations that the Village was able to work with Psychiatric Services to negotiate on other aspects of the agreement.

**A. Resolution No. 2018-11: Consideration and possible action on Resolution No. 2018-11, approving a Property Acquisition and Improvement Agreement among the Village, DPPG, LLC (aka Psychiatric Services), and Marshall Court Investors, LLC. The agreement provides for the conveyance of land to the Village for bike path and public right of way, the construction of certain improvements to DPPG, LLC property, and accommodating certain parking needs for DPPG, LLC.**

**B. Resolution No. 2018-12: Consideration and possible action on Resolution No. 2018-12, approving a Tri-Party Agreement among the Village, Marshall Court Investors, LLC, and University Station Limited Partnership. The agreement provides for the dedication of certain land and the conveyance of an easement to the Village for bike path purposes, a number of conveyances of real property needed to facilitate the reconfiguration of certain parcels, the construction of a new storm sewer main, and related issues.**

**C. Resolution No.2018-13: Consideration and possible action on Resolution No. 2018-13, approving a Termination of Easements agreement among the Village, DPPG, LLC, Marshall Court Investors, LLC, 2715 Marshall Court, LLC and 700 University Bay Drive, LLC. The agreement provides for the termination of certain cross easement interests in property, in order to facilitate the dedication of lands for public right of way and bike path purposes.**

**D. Resolution No. 2018-14: Consideration and possible action on Resolution No. 2018-14, approving a certified survey map relating to the Lodgic Development, University Station and other lands in the Marshall Court Neighborhood.**

Ms. Readel moved and Mr. Wade seconded a motion to approve resolutions 2018-11, 12, 13 and 14.

Motion passed 4-0.

Craig Weinhold, 1235 Dartmouth Road, expressed his appreciation from the biking community for the completion of the bike path project.

**5. Adjourn**

Meeting was adjourned at 7:49 a.m.

Respectfully submitted,

Karla Endres, Village Clerk

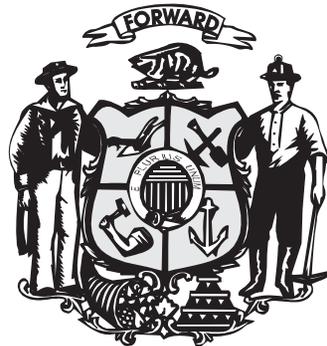
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# General Records Schedule

## *Wisconsin Municipal* and Related Records

Approved by the Public Records Board:

***August 27, 2018***



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

# Wisconsin Municipal Records Schedule

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## Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

### I. Applicability:

This record schedule is available for adoption by all Wisconsin municipal governments. Most municipalities do not create or receive all of the records listed within the WMRS. The inclusion of a schedule in the WMRS does not mean that a local government is responsible for creating those records. Rather, it provides guidance for records that are actually created or received by your particular unit.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

## II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

## III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

### To adopt the Schedule:

- Submit the [Notification of General Schedules Adoption](#) (PRB-002) form to:  
State Archivist  
Wisconsin Historical Society  
816 State St.  
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

### Additional Options:

Wis. Stat. § 19.21(4) provides municipalities with the authority to schedule the retention of public records by creating ordinances. Municipalities that choose not to adopt the WMRS are encouraged to use the retention periods provided in the WMRS when creating their own schedules. Any municipality that decides to draft their own schedule must submit that schedule for approval to

the PRB before adopting it as an ordinance. Upon PRB approval, the schedule can be adopted for use by enacting an ordinance. Municipalities may also adopt other [General Records Schedules](#) provided by the PRB.

Municipalities also have the option of adopting separate Records Disposition Authorizations (RDAs) for records that are created specifically by that unit of government. Consult the PRB for more information about the RDA creation process.

**IV. Using the Schedule:**

The WMRS is arranged in five different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Subsection</b>				

- Record Series Title – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- Series Description – Brief overview of the records that are included in the record series.
  - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- Retention – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
  - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
  - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
  - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for Relocation Plan*”. In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)

- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See the [Guidelines for the Permanent Retention of Records](#).
- General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not records contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
  - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
  - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
  - **N/A:** indicates that the retention is permanent.

### Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
  - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations disposing of confidential information choose to hire a vendor to handle the process.
  - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

- Permanent: Records identified as “permanent” have been identified as containing significant historical information and long term business value. Therefore municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

## V. Confidential Records and Personally Identifiable Information (PII)

### Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. §19.35(1)(am), must be considered. Wis. Stat. §19.35(1)(am) exceptions include:

- endangering an individual’s life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government’s website](#).

### Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

## **VI. Additional Schedules:**

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the General Records Schedules that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). The complete list of approved general records schedules can be found on the [Public Records Board website](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in “[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities](#).”

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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## Administrative Records

### Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Administration Records (general)</b>				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term  Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt  Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Common Council/Village Board/Town Board</b>				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Emergency Planning<sup>1</sup></b>				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete <sup>2</sup>	No	Waive
<b>Human Resources/Personnel</b>				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes <sup>3</sup>	Waive

<sup>1</sup> No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

<sup>2</sup> Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

<sup>3</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No <sup>4</sup>	Waive
<b>Legal</b>				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No <sup>5</sup>	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. <sup>6</sup>	Event+7 years; Event=Close of case	No <sup>7</sup>	Notify on historically significant cases only <sup>8</sup>

<sup>4</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<sup>5</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>6</sup> Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

<sup>7</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>8</sup> Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Licenses and Permits</b>				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Municipal Land Ownership</b>				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
<b>Municipal Vehicles</b>				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
<b>Payroll<sup>9</sup></b>				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

<sup>9</sup> No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
<b>Real Property Titles</b>				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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## Cemetery Records

### Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report for Final Disposition	<p>Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment.</p> <p>Authority provided by Wis. Stat. § 135.06(1)(a)(1).</p>	Permanent	No	N/A

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## Community Development/Public Services

### Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for [surveillance recordings](#) listed under the subsection Maintenance and Operations in the Public Works section.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
<b>Housing Program</b>				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
<b>Outreach</b>				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
<b>Parks</b>				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
<b>Public Transportation</b>				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
<b>Sanitation</b>				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>Waive/Notify</b>
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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## Election Records

### Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Ballots and Equipment</b>				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election <sup>10</sup>	No	Waived

<sup>10</sup> All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses <sup>11</sup>	No	Waived

<sup>11</sup> Materials must be retained in event a petition for recount has been filed.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election <sup>12</sup>	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election <sup>13</sup>	No	Waived
<b>Campaign</b>				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

<sup>12</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

<sup>13</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
<b>Reports and Lists</b>				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

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## Finance Records

### Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget and Related General Record Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

**Note:** Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. Please consult [Section V: Confidential Records and Personally Identifiable Information \(PII\)](#) of the Introduction for more information on this topic.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Budget</b>				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
<b>Municipal Borrowing</b>				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Payments and Receipts</b>				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
<b>Purchasing</b>				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes <sup>14</sup> Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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<sup>14</sup> Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

## Public Works

### Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Building Inspections</b>				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b.  Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). <sup>15</sup>	Event+4 years; Event=Construction completed	No	Waived

<sup>15</sup> Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
<b>Engineering</b>				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=p petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived
Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects.	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. <sup>16</sup>	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A

<sup>16</sup> May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Project Records (Historically Significant)	Use for historically significant projects.	Event; Event=Life of structure	No	Notify
<b>Maintenance and Operations</b>				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. <sup>17</sup>	Event+30 years; Event=Completion of the project	Yes <sup>18</sup>	Waived

<sup>17</sup> OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

<sup>18</sup> Patient health care records in this series are confidential per Wis. Stat. § 146.82.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. <sup>19</sup>	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived

<sup>19</sup> Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. <sup>20</sup>	Event+120 days <sup>21</sup> Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) <sup>22</sup>	No	Waive

<sup>20</sup> The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

<sup>21</sup> 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

<sup>22</sup> Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Planning and Zoning</b>				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. <sup>23</sup>	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	<p>Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation.</p> <p>This series may also include public hearing notice, reports, public hearing documentation, and decision.</p>	Event+7 years; Event=termination of conditional use permit	No	Waived

<sup>23</sup> Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Utilities</b> <sup>24</sup>				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived

<sup>24</sup> Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

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## Revenue Records

### Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, Wis. Stat. § 59.52(4)(c)3 states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

**Note:** Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
<b>Assessment</b>				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) <sup>25</sup>	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify

<sup>25</sup> Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
<b>Board of Review</b>				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
<b>Special Assessments</b>				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
<b>Tax Calculation and Collection</b>				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention and Disposition</b>	<b>Confidential</b>	<b>WHS Notification</b>
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive

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ADDENDUM TO INTERGOVERNMENTAL AGREEMENT TO FUND A POSITION  
RESPONSIBLE FOR STORM WATER INFORMATION, EDUCATION AND OUTREACH  
COORDINATION FOR THE MADISON AREA MUNICIPAL STORM WATER  
PARTNERSHIP

WHEREAS, on or about November 5, 2013, the Cities of Fitchburg, Madison, Middleton, Monona, Stoughton, Sun Prairie and Verona; the Villages of Cottage Grove, DeForest, Maple Bluff, McFarland, Shorewood Hills, Waunakee and Windsor; the Towns of Blooming Grove, Burke, Madison, Middleton, and Westport; Dane County; and the University of Wisconsin-Madison, entered into an Intergovernmental Agreement to fund a position responsible for storm water information, education and outreach coordination for the Madison Area Municipal Storm Water Partnership (hereinafter referred to as the "Agreement."); and

WHEREAS, on January 26, 2017, the Village of Cross Plains joined the Agreement; and

WHEREAS, the Agreement expires on December 31, 2018; and

WHEREAS, Paragraph 4 of the Agreement states that it may be "extended at any time upon the mutual agreement of all the Parties," and

WHEREAS all of the Parties desire to extend the Agreement until December 31, 2019 as set forth herein.

NOW, THEREFORE, in consideration of the above recitals, it is agreed by the Parties as follows:

1. Except as amended by this Addendum, all terms of the Agreement shall remain in full force and effect.
2. The term of the Agreement is extended to December 31, 2019.
3. The annual contribution of each Party shall remain at the level invoiced for 2018.

Dated this \_\_10th\_\_ day of \_\_October\_\_\_\_ 2018.

Document No.

**UNDERGROUND ELECTRIC EASEMENT**

The undersigned, herein called Grantor, in consideration of One Dollar (\$1.00) and other valuable considerations, paid to Grantor by MADISON GAS AND ELECTRIC COMPANY, a Wisconsin corporation, Grantee, receipt of which is hereby acknowledged, does hereby grant, convey, and warrant unto said Grantee, its successors, and assigns, the right and easement as needed to construct, maintain, and operate manholes, conduits, cables, pedestals, transformers, and other appurtenances necessary for the transmission and distribution of electrical current and Grantee's communication signals upon, under, across, and through the following described land located in Dane County, Wisconsin:

A strip of land, six (6) feet in width, located in Lot 65, Second Addition to Shorewood a/k/a Shorewood Replat of Outlot B, and Lots 62, 63, and 64, Second Addition to Shorewood, lying in part of the NE<sup>1</sup>/<sub>4</sub> of the SE<sup>1</sup>/<sub>4</sub> of Section 17, T7N-R9E, Village of Shorewood Hills, Dane County, Wisconsin, said strip being more particularly described as follows:

The northeasterly 6 feet of said Lot 65, which Grantor uses as Parkland.

THIS SPACE RESERVED FOR RECORDING DATA

Return To:  
Rights-of-Way Department  
Madison Gas and Electric Co.  
PO Box 1231  
Madison WI 53701-1231

PIN \_\_\_\_\_

MGE Easement No. \_\_\_\_\_

TOGETHER with the right to enter upon said land for the above purposes, including repairing or removing the same, and the right to trim or remove such trees and brush as may now or hereafter interfere with or endanger said facilities. The Grantee shall not have the right to erect any fence or other structures unless otherwise specifically provided for herein. The Grantor shall have the right to use and enjoy the surface of the easement conveyed hereby but shall not interfere with the use of same by Grantee for purposes hereinabove stated. The Grantor shall not build, create, or construct any buildings or other structures; plant trees; inundate; or change the grade of said easement, nor permit others to do so without the express written consent of the Grantee. It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future and that none of the rights herein granted shall be lost by non-use.

If the Grantee (MGE) determines that it is no longer necessary to maintain and operate conduits and cables for the transmission and distribution of electrical current and Grantee's communication signals under and through the easement area, it shall prepare, execute, and record a release of this easement.

This Agreement is binding upon heirs, administrators, executors, and assigns of Grantor and Grantee.

The undersigned warrants and represents that the undersigned has the proper power and authority to grant this Easement.

**WITNESS**, the hand and seal of the Grantor(s) this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

VILLAGE OF SHOREWOOD HILLS

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

Print or type name (and title)

Print or type name (and title)

STATE OF WISCONSIN )ss  
COUNTY OF \_\_\_\_\_ )

**ACKNOWLEDGMENT**

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ the above-named \_\_\_\_\_

to me known (or satisfactorily proven) to be the person(s) who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Notary Public  
State of Wisconsin  
My commission expires \_\_\_\_\_

**CORPORATE ACKNOWLEDGMENT**

STATE OF WISCONSIN )ss  
COUNTY OF \_\_\_\_\_ )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ the above-named \_\_\_\_\_, President and \_\_\_\_\_, Secretary

of the above-named corporation, to me known (or satisfactorily proven) to be such persons and officers who executed the foregoing instrument and acknowledge that they executed the same as such officers, by its authority, for the purposes therein contained.

\_\_\_\_\_  
Notary Public  
State of Wisconsin  
My commission expires \_\_\_\_\_

**Consent**

In consideration of \$1.00 and other valuable consideration, the undersigned hereby adopts and joins in the execution of the above and foregoing Underground Electric Easement grant (and does hereby subordinate its mortgage/lease thereto) and consents to the enjoyment by the Grantee therein of the rights by said grant. Dated \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Corporate Seal)

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
President

**ACKNOWLEDGMENT**

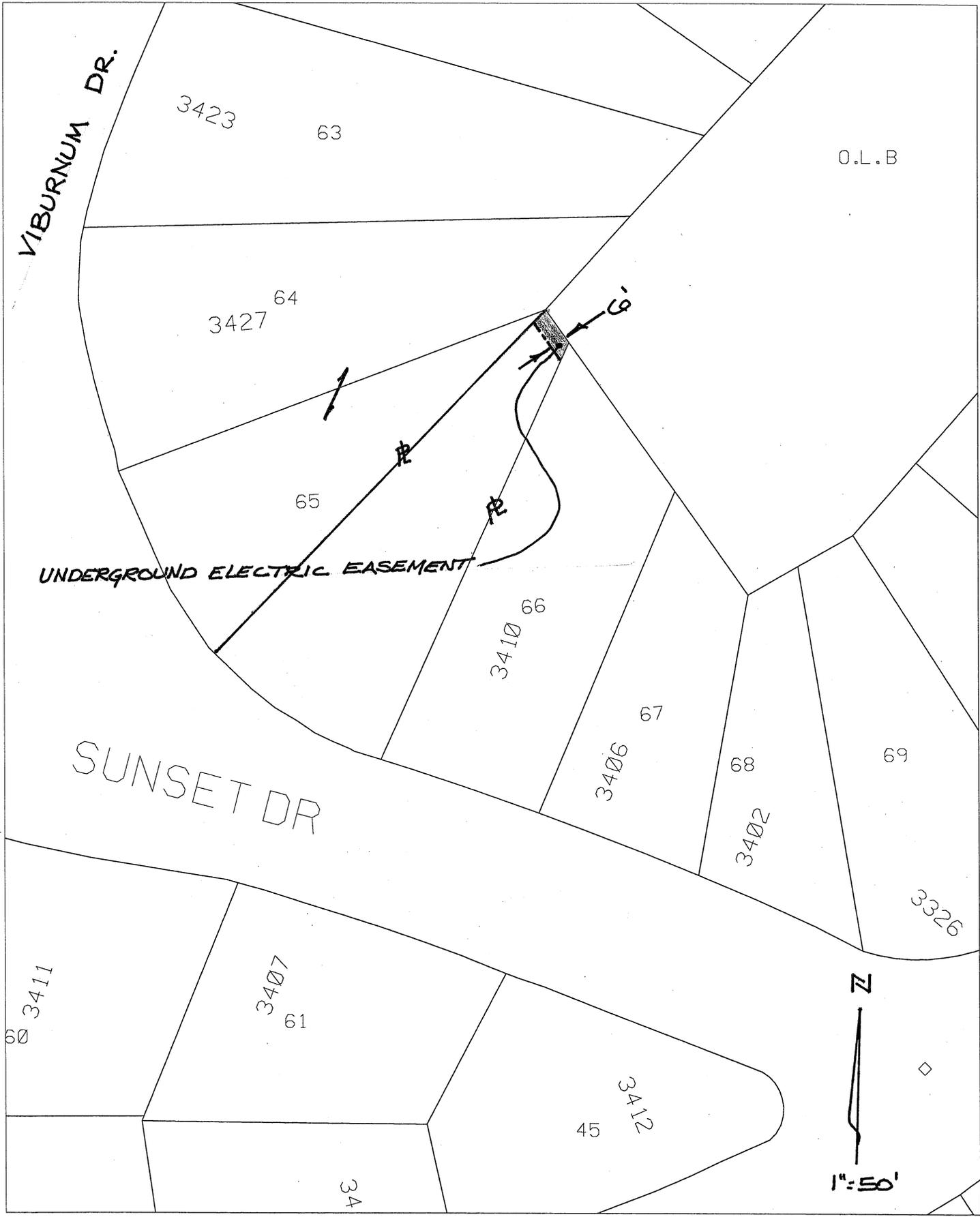
STATE OF WISCONSIN )ss  
COUNTY OF \_\_\_\_\_ )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ the above-named \_\_\_\_\_

to me known (or satisfactorily proven) to be the person(s) who executed the foregoing instrument and acknowledged the same.

This instrument drafted by  
Madison Gas and Electric Company  
Drafter: Michael J. Halcarz

\_\_\_\_\_  
Notary Public  
State of Wisconsin  
My commission expires \_\_\_\_\_



O.L.B

VIBURNUM DR.

SUNSET DR

UNDERGROUND ELECTRIC EASEMENT



1"=50'



**MEMO TO:** Personnel Committee  
**FROM:** Corey George, Village Forester  
**DATE:** October 24, 2018

**SUBJECT:** Hire of Part-Time Forestry/Parks Position

---

Dear Members of the Personnel Committee,

Please consider my recommendation to hire Adam Lohrmann as a Forestry/Parks Assistant.

The position would be year-round part-time (approximately 20 hours/week). I would suggest placing this position at Grade 5, Step 1 (\$16.22/hour). His education, experience and training are significantly greater than the seasonal staff we hire. His responsibilities will also be greater. In addition to assisting the Village Forester/Horticulturist with all parks/forestry/horticulture activities, the position would also be the lead crew person for the summer intern staff and assist with coordinating volunteer groups.

We recently hired Adam as a LTE for this Fall/Winter as a trial period and will use remaining funds in our 2018 seasonal staff budget. If the trial period goes well and the committee approves the position, we would recommend that Adam continue working in 2019 at the above-mentioned Grade 5, Step 1 pay rate.

Adam Lohrmann has a degree in Environmental Studies with an emphasis on Ecosystem Restoration and is currently pursuing a doctoral degree in Ecology. Adam has training in chainsaw use and safety, pesticide application, plant identification and invasive species management. He has worked with several private Landscape Restoration companies and the US Forest Service and has experience as a crew leader.

Our goal with creating this position is to have a secondary staff member with experience in the Forestry/Parks Department year round. We also hope the position will allow us to reduce our seasonal intern budget. The Parks Committee has discussed the new position and approves. The Garden Club currently donates \$2,500 per year for seasonal interns. They are also in favor of hiring someone for this position. The Garden Club has indicated they would continue to contribute toward the wages of a Forestry/Parks Assistant. They have even indicated a possible increase in their contributions.

As many of you on the committee probably recall, the topic of hiring an additional Forestry/Parks staff person has always been a top priority for me at the annual Personnel Committee meeting with staff. My reasons have remained the same. Working alone is difficult and dangerous. Our workload is constantly growing and I believe expectations are also higher.

Please see the 2019 Forestry and Parks Budget Narrative for more information.

Thank you for your time and consideration on this matter.

Corey George, Forester



**TO: VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE**

**FROM: AARON P. CHAPIN, CHIEF OF POLICE**

**RE: PO CANDIDATE STEVEN BOYD**

**DATE: NOVEMBER 15, 2018**

**HISTORY:**

CSO Steven Boyd joined the SHPD to replace CSO Tyler Eldridge who left the department to join the Army in July of this year. SHPD conducted a Police Officer (PO) hiring process during the month of May of 2018. As a result of the hiring process, there was an eligibility list created of qualified candidates for the position of PO and Steven Boyd was the #2 candidate from that process.

**SOLUTION:**

Steven Boyd filled the role of CSO and has done an excellent job. He has learned the Village and fits in well with the other people in the organization. As a result of the PO process earlier this year, CSO Boyd was the #2 candidate in the process and has done an excellent job in his role as CSO. I believe Boyd would be a good fit in the SHPD organization as a Police Officer.

If the Village Board approves the new position of police officer in the 2019 budget, I am requesting approval to hire Steven Boyd as a full time Police Officer contingent on a successful psychological and medical evaluation.

Respectfully Submitted,

Aaron P Chapin, Chief of Police

Shorewood Hills Police Department  
Chief Aaron P. Chapin  
810 Shorewood Boulevard  
Madison, WI 53705-2115  
Phone: 608-267-1110 / Fax: 608-267-1155  
[www.shorewood-hills.org](http://www.shorewood-hills.org)

**Village of Shorewood  
Hills**

# Memo

**To:** Karl Franz  
**From:** John Mitmoen  
**Date:** 11/13/18  
**Re:** Snow blower, Brush cutter

---

Snow Blower 60"	\$4503.52
Brush Cutter 66"	5086.80
Old snow blower	\$1000.00 (With Inspection)
Tree puller	750.00
Difference with trades	\$7840.32

Thank you, John



## Product Quotation

Quotation Number: 28387D028608

Date: 2018-11-06 15:11:17

Ship to	Bobcat Dealer	Bill To
Village of Shorewood Hills Attn: Denny Libeck 1008 Shorewood blvd Madison, WI 53705 Phone: 608-444-6246 Fax: 608-266-5929	Bobcat of Madison, Madison, WI 7101 MANUFACTURER'S DRIVE MADISON WI 53704 Phone: (608) 221-3360 Fax: (608) 221-4355 ----- Contact: James Covers Jr Phone: 608-221-3360 Fax: 608-221-4355 Cellular: 608-347-2816 E Mail: jamesjr@bobcatofmadison.com	Village of Shorewood Hills Attn: Denny Libeck 1008 Shorewood blvd Madison, WI 53705 Phone: 608-444-6246 Fax: 608-266-5929

Description	Part No	Qty	Price Ea.	Total
SB200 Snowblower - 60" Width	M7001	1	\$4,469.00	\$4,469.00
--- 6.2 Hyd Motor Package (16.5 - 21 gpm)	M7001-R01-C02	1	\$1,108.00	\$1,108.00
<b>Total of Items Quoted</b>				<b>\$5,577.00</b>
Dealer P.D.I.				<b>\$50.00</b>
Freight Charges				<b>\$163.00</b>
Dealer Assembly Charges				<b>\$52.00</b>
Discount                      Municipal Discount				<b>(\$669.24)</b>
Discount                      Municipal Discount				<b>(\$669.24)</b>
<b>Quote Total - US dollars</b>				<b>\$4,503.52</b>

**Notes:**

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

<b>Customer Acceptance:</b>	Purchase Order: _____
<b>Authorized Signature:</b>	
<b>Print:</b> _____	<b>Sign:</b> _____ <b>Date:</b> _____



# Bobcat®

## Product Quotation

Quotation Number: 28387D028608

Date: 2018-11-06 15:11:17

Ship to	Bobcat Dealer	Bill To
Village of Shorewood Hills Attn: Denny Libeck 1008 Shorewood blvd Madison, WI 53705 Phone: 608-444-6246 Fax: 608-266-5929	Bobcat of Madison, Madison, WI 7101 MANUFACTURER'S DRIVE MADISON WI 53704 Phone: (608) 221-3360 Fax: (608) 221-4355 ----- Contact: James Covers Jr Phone: 608-221-3360 Fax: 608-221-4355 Cellular: 608-347-2816 E Mail: jamesjr@bobcatofmadison.com	Village of Shorewood Hills Attn: Denny Libeck 1008 Shorewood blvd Madison, WI 53705 Phone: 608-444-6246 Fax: 608-266-5929

Description	Part No	Qty	Price Ea.	Total
66" Brushcat (Std Flow)	7234049	1	\$6,305.00	\$6,305.00
Total of Items Quoted				<b>\$6,305.00</b>
Dealer P.D.I.				<b>\$50.00</b>
Freight Charges				<b>\$245.00</b>
Dealer Assembly Charges				<b>\$0.00</b>
Discount                   Municipal Discount				<b>(\$756.60)</b>
Discount                   Municipal Discount				<b>(\$756.60)</b>
Quote Total - US dollars				<b>\$5,086.80</b>

**Notes:**

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

**Customer Acceptance:** Purchase Order: \_\_\_\_\_

**Authorized Signature:**

**Print:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Memo

To: Karl Franz  
From: John Mitmoen  
Date: 11/14/18  
Re: Dump Truck, Plow and Salter

---

Middleton Ford was the low bid on an F 550 Chassis cab.	\$38,867.47
Double D Services was the low bid for the dump body, plow and salter with pre wet system.	40,573.00
Total:	\$79,440.47



John Mitmoen &lt;jmitmoen@shorewood-hills.org&gt;

**2019 Ford F-550 Truck Bid**

1 message

\$38,867<sup>47</sup>

**Steven A Statz** <sstatz@middletonford.com>  
To: John Mitmoen <jmitmoen@shorewood-hills.org>  
Cc: Steven A Statz <sstatz@middletonford.com>

Tue, Nov 13, 2018 at 3:43 PM

Good afternoon Mr. Mitmoen –

Attached please find the copy of the bid requested for your 2019 Ford F-550 Truck chassis. The attachment is for the chassis cab only. It does not include dump body, plow or any non-Ford accessories for the truck.

Please review and confirm the specifications match your bid request.

If you have any questions, feel free to contact me.

Thank you for the opportunity to submit this bid for your approval.

Respectfully submitted –

At your service always,

Steve

*Steve Statz*

Leasing/Sales – Commercial, Personal, Government & Municipal

Middleton Ford - New/Pre-owned

The New Middleton Ford Commercial Vehicle Center



**COMMERCIAL  
VEHICLE CENTER**



7520 Century Avenue

Middleton, WI 53562

Phone 608-831-7725 ext. 236

VEHICLE ORDER CONFIRMATION

2019 F-SERIES SD

Order No: 0001 Priority: M3 Ord FIN: QU283 Order Type:  
 Ord PEP: 660A Cust/Flt Name: SHOREWOODHILL PO Number:

F5H	F550 4X4 CHAS/C	\$42040	18B	PLAT RUNNING BD	\$320
	145" WHEELBASE			LESS TPMS	
W6	GREEN GEM	660		19000# GVWR PKG	
1	CLTH 40/20/40	100	425	50 STATE EMISS	NC
S	MEDIUM EARTH GR		473	SNOW PLOW PKG	185
660A	PREF EQUIP PKG		52B	BRAKE CONTROLLR	270
	.XL TRIM		62R	TRANS PTO PROV	280
572	.AIR CONDITIONER	NC	65Z	AFT AXLE TANK	NC
99Y	6.8L EFI V10 EN	NC	68U	PAYLOAD UPGRADE	\$815
44P	6-SPD AUTOMATIC	NC	872	RR CAM & PREP K	415
THB	225 TRACTION ..	190	96V	XL VALUE PKG	1000
X8L	4.88 LTD SLIP	360		.CRUISE CONTROL	
90L	PWR EQUIP GROUP	915		.AMFM/MP3/CLK	
	TELE TT MIR-PWR			.SYNC SYSTEM	
17F	XL DECOR PKG	NC		SP DLR ACCT ADJ	
				SP FLT ACCT CR	
				FUEL CHARGE	
			B4A	NET INV FLT OPT	NC
				DEST AND DELIV	1495
			TOTAL	BASE AND OPTIONS	49045
			TOTAL		49045

\$ 38,867.42  
 Plus Pump,  
 PLOW Fees.

**Double D Services, Inc.**

**2737 Gust Road**

**Verona, WI 53593**

**608 845-3800**

**608 845-3801 Fax**

**11/14/18**

**Quote #11001**

**Proposal Submitted To:**

Village of Shorewood Hills

810 Shorewood Boulevard

Madison, WI 53705-2115

Attn: John

PH: 209-5024

jmitmoen@shorewood-hills.org

**Equipment & Options:**

Supply and install Galion Model 103USD-9.5SS

114" x 84" rigid side 3 - 4 yard 10 gauge 304 #4 polished stainless steel dump body with double-acting GS615T sub-frame hoist with body prop. Standard bulkhead with window (If desired) 1/4 X 84" cab shield, 18" sides, 24" 3-panel tailgate. All stainless steel lower components, 6" longsills, 3" channel crossmembers, 10GA Stainless steel floor.

Installed with rear mud flaps, LED lighting and markings to FMVSS #102 standards. Ford PTO electric/hydraulic operation with dash mounted up/down switch

**\$15,845**

Boss 10' V-DXT electric/hydraulic snowplow with Hand-Held or Joystick controls

**\$8,004**

Heavy-duty rubber snow deflector – add

**\$350**

Electric PTO and direct-mount pump with 17 GPM capacity, proportional electronic salter controls, electric dump body controls, 15 Gal. Stainless steel hydraulic tank/valve enclosure with sight gauge, gate valve and spin-on filter.

Hoses and fittings to rear for salter with flat-faced couplers.

**\$5,435**

inverted 'V', bolt-on spinner chute with adjustable baffles and 18" poly spinner disc. Chain and binder retention **\$6,889**

Buyers LS8 pre-wet system with two (2) 30 gallon saddle tanks. Includes in cab WSE1 electric controller, wired and plumbed enclosure, 12V 3 GPM diaphragm pump with pressure switch **\$2,037**

360 degree 2" LED low-profile programmable strobe mounted on cab shield, recessed LED strobes in rear posts, side mounted on cabshield LED lights, forward facing strobes mounted behind grille. All strobes wired to upfitter switch **\$827**

H-D 1/2" hitch plate with Class IV 2 1/2" receiver tube, 7-way R/V plug, adjustable pintle mount with 2 5/15" pintle/ball combo hitch **\$592**

**TOTAL** **\$39,979**

**OPTIONS:**

\* 10' Boss V-DXT cutting edges installed with hardware **\$594** +

Full carbide cover cutting edge kit with Boss edges bolted to base angles ~~\$1,648~~

Stainless Steel tailgate latch kit ~~\$448~~

SS salter light bar with R/V plug **\$775**

Spreader stand kit ~~\$2,499~~

*\$40,573<sup>00</sup>*

**Chassis Information:**

Model: 2019 Ford F-550 4x4 Stock: \_\_\_\_\_

Gas.  V-10   DSL  Transmission:  AUTO

W.B.  C.A.   60"  Color: \_\_\_\_\_ VIN# \_\_\_\_\_

**Proposal Submitted By: Jeff Rufenacht** **Date: 11/14/18**

**Proposal Accepted By: \_\_\_\_\_** **Date: \_\_\_\_\_**

**P.O.# \_\_\_\_\_**

**GOVERNMENTAL FUND PROJECTED**

Jan 1, 2019 Beg Fund Balance	751,260
Total Revenues in 2019	3,899,719
Fund Balance to be used 2019	0
Total Expenditures in 2019	3,899,719
Dec 31, 2019 End Fund Balance	751,260

**TO GET VALUE FOR JAN 1, 2019 BALANCE ABOVE:**

Unassigned Fund Balance per 12/31/18 Financial Statement	699,615
Projected 2018 revenues	1,114,750
Projected 2018 expenses	-1,062,830
TOTAL at end of 2018	751,260

**VILLAGE OF SHOREWOOD HILLS**  
**2019 BUDGET DOCUMENT**  
(as required by Sec. 65.90(3), Wis. Stats.)

The Village of Shorewood Hills budget summary is available for public inspection at Village Hall, 810 Shorewood Boulevard, from 8:00 am to 5:00 PM, Monday through Friday.

A public hearing on the proposed 2019 budget will be held on Monday, November 19, 2018 at 7:00 PM at Village Hall, 810 Shorewood Boulevard.

Following is the proposed 2019 General Fund Budget, compared to the prior year:

	<b>BUDGET 2019</b>	<b>BUDGET 2018</b>	<b>% Change + or -</b>
<b>REVENUES</b>			
Taxes			
General Property Taxes	\$2,840,179	\$2,770,440	2.5173%
Payment in Lieu Taxes	62,000	62,000	
Special Assessments	0	0	
Intergovernmental Revenues	373,531	415,271	
Licenses and Permits	82,015	75,460	
Fines, Forfeits, and Penalties	79,000	75,000	
Public Service Charges	99,751	85,894	
Investment Income	25,500	22,746	
Miscellaneous Revenue	337,743	338,171	
Other Financing: Fund Balance Applied	0	131,127	
<b>TOTAL</b>	<b>\$3,899,719</b>	<b>\$3,976,109</b>	<b>-1.9212%</b>
<b>EXPENDITURES</b>			
General Government	\$639,444	\$652,312	
Public Safety	1,479,466	1,613,263	
Public Works	505,682	518,048	
Culture, Recreation & Education	265,322	237,464	
Conservation & Development	41,600	28,600	
Capital Outlay	10,000	0	
Contingency	0	0	
Debt Service	958,205	926,422	
<b>TOTAL</b>	<b>\$3,899,719</b>	<b>\$3,976,109</b>	<b>-1.9212%</b>
<b>GOVERNMENTAL FUND PROJECTED</b>			
Jan 1, 2019 Beg Fund Balance		\$751,260	
Total 2019 Revenues		3,899,719	
Fund Balance to be applied 2019		0	
Total 2019 Expenses		-3,899,719	
Dec 31, 2019 End Fund Balance		\$751,260	

**VILLAGE OF SHOREWOOD HILLS  
2019 PROPOSED BUDGETS by Fund**

	<u>General Fund</u>	<u>Sewer</u>	<u>Pool</u>	<u>Waterfront</u>	<u>Water Utility</u>	<u>Stormwater</u>	<u>Combined</u>
<b>Total Revenues</b>	\$ 3,899,719	\$ 372,259	\$ 573,900	\$ 65,860	\$ 592,356	\$ 152,936	\$ 5,657,030
<b>Total Expenditures</b>	<u>3,899,719</u>	<u>372,259</u>	<u>529,694</u>	<u>85,724</u>	<u>554,339</u>	<u>177,698</u>	<u>5,619,433</u>
<b>Excess (Deficit)</b>	0	0	44,206	-19,864	38,017	-24,762	37,597
<b>Jan 1 2019 Beg Fund Balance</b>	751,260		242,042	55,498			
<b>Dec 31 2019 End Fund Balance</b>	\$ 751,260		\$ 286,248	\$ 35,634			

Prepared November 1, 2018

**VILLAGE OF SHOREWOOD HILLS  
2019 WATER BUDGET DOCUMENT**

The Village of Shorewood Hills budget summary is available for public inspection at Village Hall, 810 Shorewood Boulevard, from 8:00 am to 5:00 pm, Monday through Friday.

A public hearing on the proposed 2019 budget will be held on Monday, November 19, 2018 at 7:00 PM at Village Hall, 810 Shorewood Boulevard.

The following is the proposed 2019 Water Utility Budget:

TOTAL REVENUES	\$592,356
TOTAL EXPENDITURES	<u>-554,339</u>
EXCESS (DEFICIT)	\$38,017

# Village of Shorewood Hills 2019 Finance and Budgets

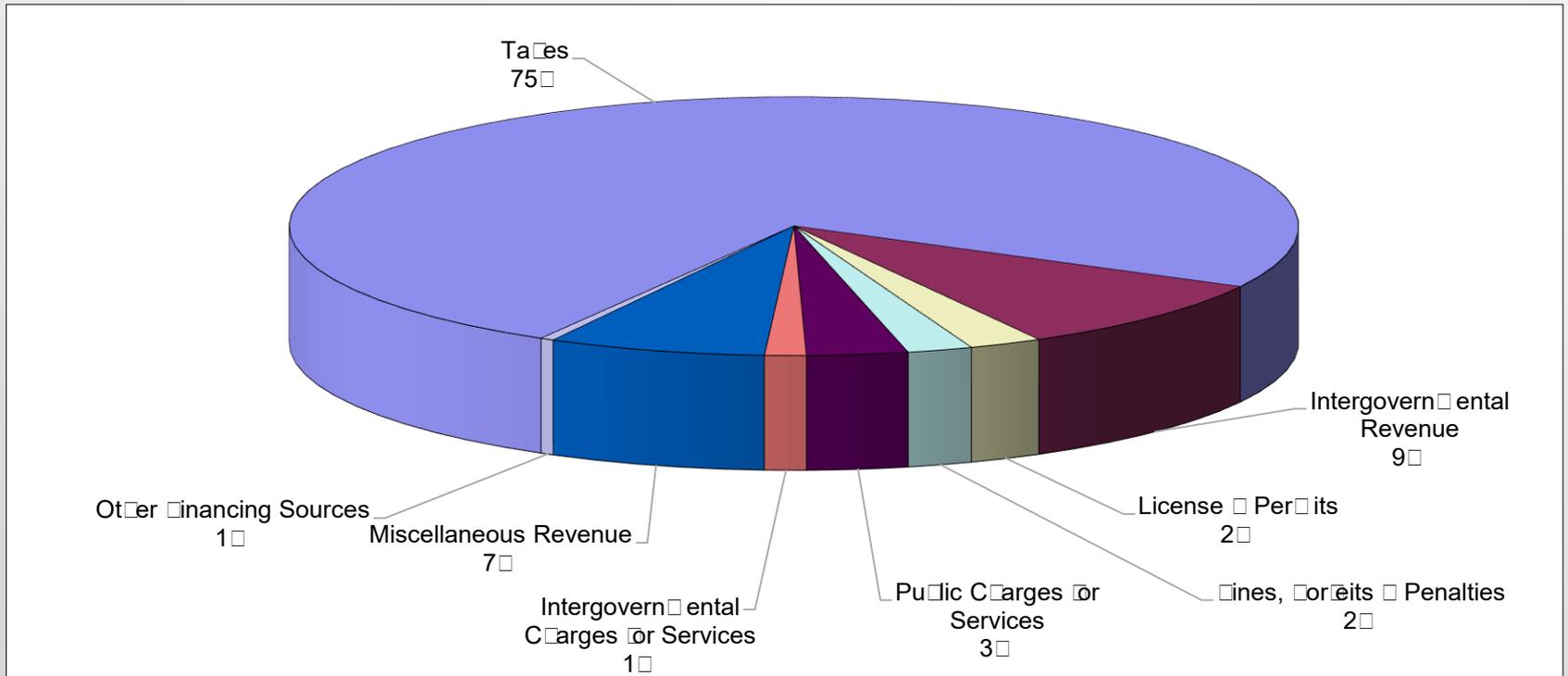


# Village Funds

# General Fund Revenues

<b>Taxes</b>	<b>\$2,902,179</b>
<b>Intergovernmental Revenue</b>	<b>\$358,646</b>
<b>License &amp; Permits</b>	<b>\$91,215</b>
<b>Fines, Forfeits &amp; Penalties</b>	<b>\$81,200</b>
<b>Public Charges for Services</b>	<b>\$126,096</b>
<b>Intergovernmental Charges for Services</b>	<b>\$51,645</b>
<b>Miscellaneous Revenue</b>	<b>\$271,738</b>
<b>Other Financing Sources</b>	<b>\$17,000</b>
<hr/>	
<b>TOTAL</b>	<b>\$3,899,719</b>

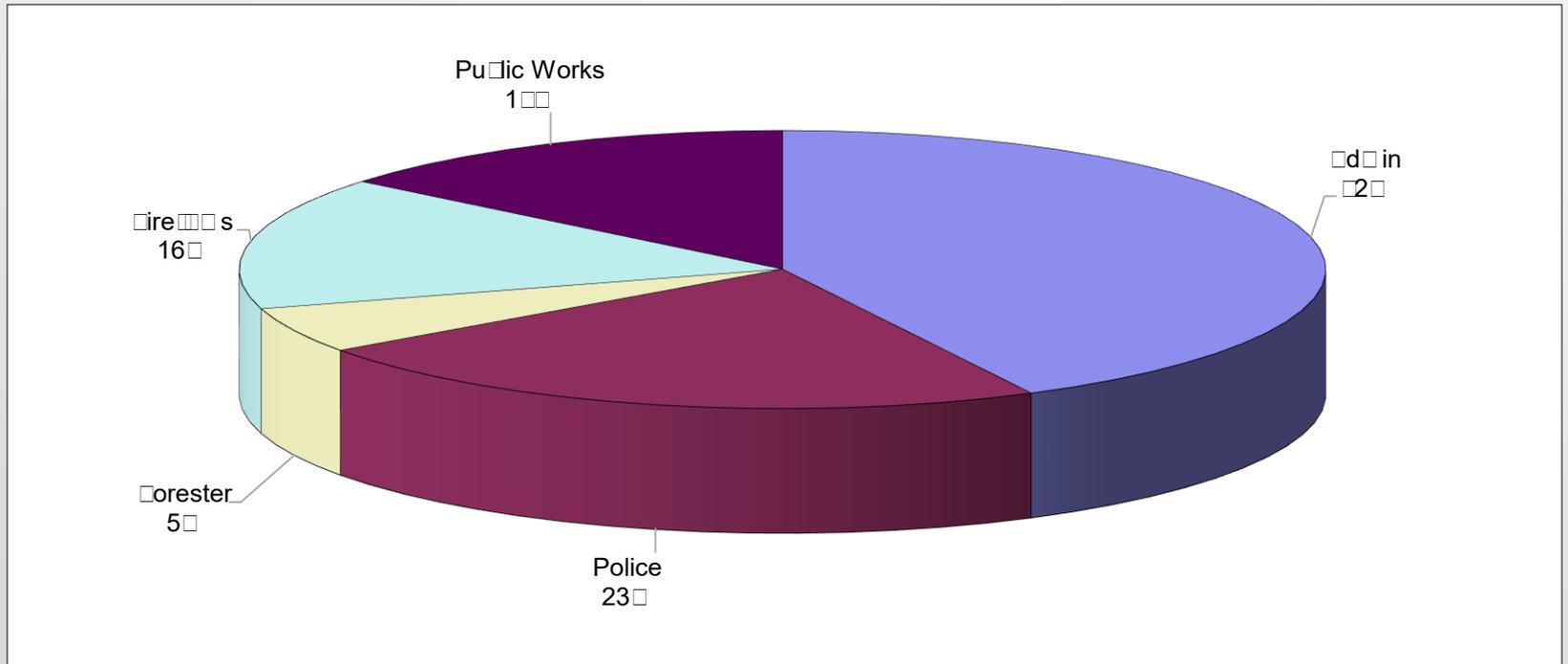
# General Fund Revenues



# Expenses by Department

<b>Admin/Gen Gov/Debt</b>	<b>\$1,652,335</b>
<b>Police</b>	<b>\$881,263</b>
<b>Forester</b>	<b>\$206,572</b>
<b>Fire/EMS</b>	<b>\$602,309</b>
<b>Public Works</b>	<b>\$549,741</b>
<hr/>	
<b>TOTAL</b>	<b>\$3,892,220</b>

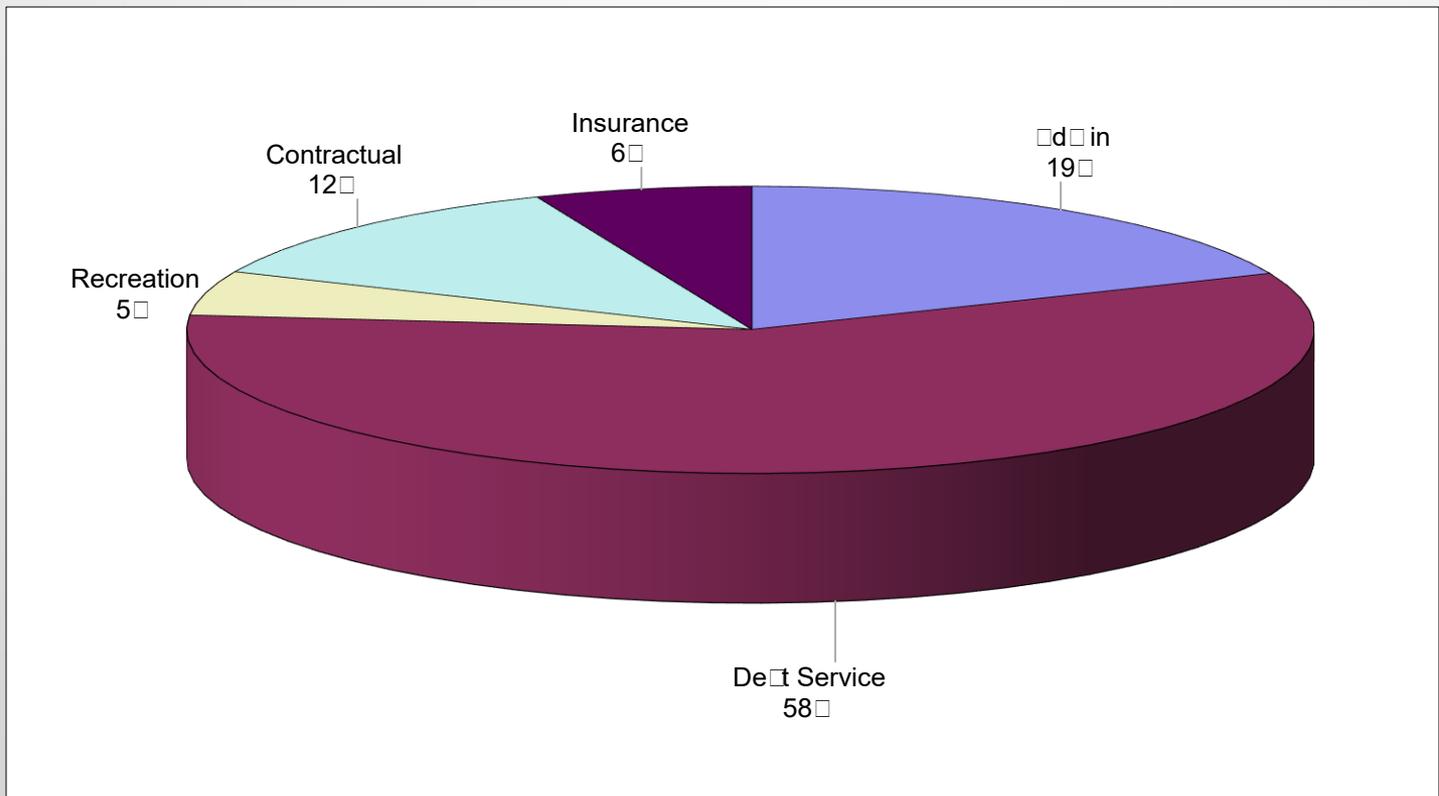
# Expenses by Department



# Administration/Clerk Budget – Expenses

Admin	\$307,420
Debt Service	\$958,205
Recreation	\$82,400
Contractual	\$201,538
Insurance	\$102,772
<hr/>	
Total	\$1,652,335

# Administration/Clerk Budget – Expenses



# Highlights

- **Working toward sustainability in the General Fund**
- **Shows revenue of \$42,038 from a tax increment district IV advance to the general fund.**
- **Public fire protection cost of \$168,221 is taken off tax roll and placed on the utility bill.**
- **The cost to most homeowners will be \$14.50 per month.**
- **Adds one police officer to work evening night shifts providing for additional night coverage and the Police Sergeant will shift to a p.m. overlapping shift. Part time and overtime wages have been reduced to net the additional cost to roughly \$30,000.**
- **Provides funding for a half time position to assist the Forester.**

# Highlights

- **Increases tree removal and pruning by \$15,000.**
- **Absorbs a debt service increase of \$32,000.**
- **Fire/EMS contract with Madison increases by \$5,000.**
- **Fuel and oil increase of \$7,000.**
- **3% wage adjustment plus step and 3.5% for those employees over the top step or off grid. Total wage and benefit compensation is \$1,559,650. These wages and benefits are distributed through the numerous Village funds.**
- **Health insurance costs increased 1% or \$234 per year (\$19.90 per month) for a family plan. Employee share is 10%**
- **Highway aid revenue dropped by \$15,656.**
- **Tax levy increase is \$69,719 (2.5%).**

# Levy/Taxes

- **\$2,840,159 \$69,719 over last year 2.5%**
- **The levy increase is the maximum allowable and is comprised of the following:**
- **Debt Service increase \$31,789. Net new construction \$37,930. The net new construction increase of 2.3% is larger than typical in the Village.**

## Impact on Property Taxes

- **The Village only tax levy will increase taxes on a \$590,500 median valued home by \$43.84. Levies from other jurisdictions have not been received as of this date but may be favorable.**

# Fund Balance Categories

## General Fund

Nonspendable	\$	235,589
Assigned	\$	183,363
Unassigned	\$	<u>669,615</u>
	\$	1,118,567

End of Year projects stable to small increase in unassigned balance. Total fund balance may drop slightly.

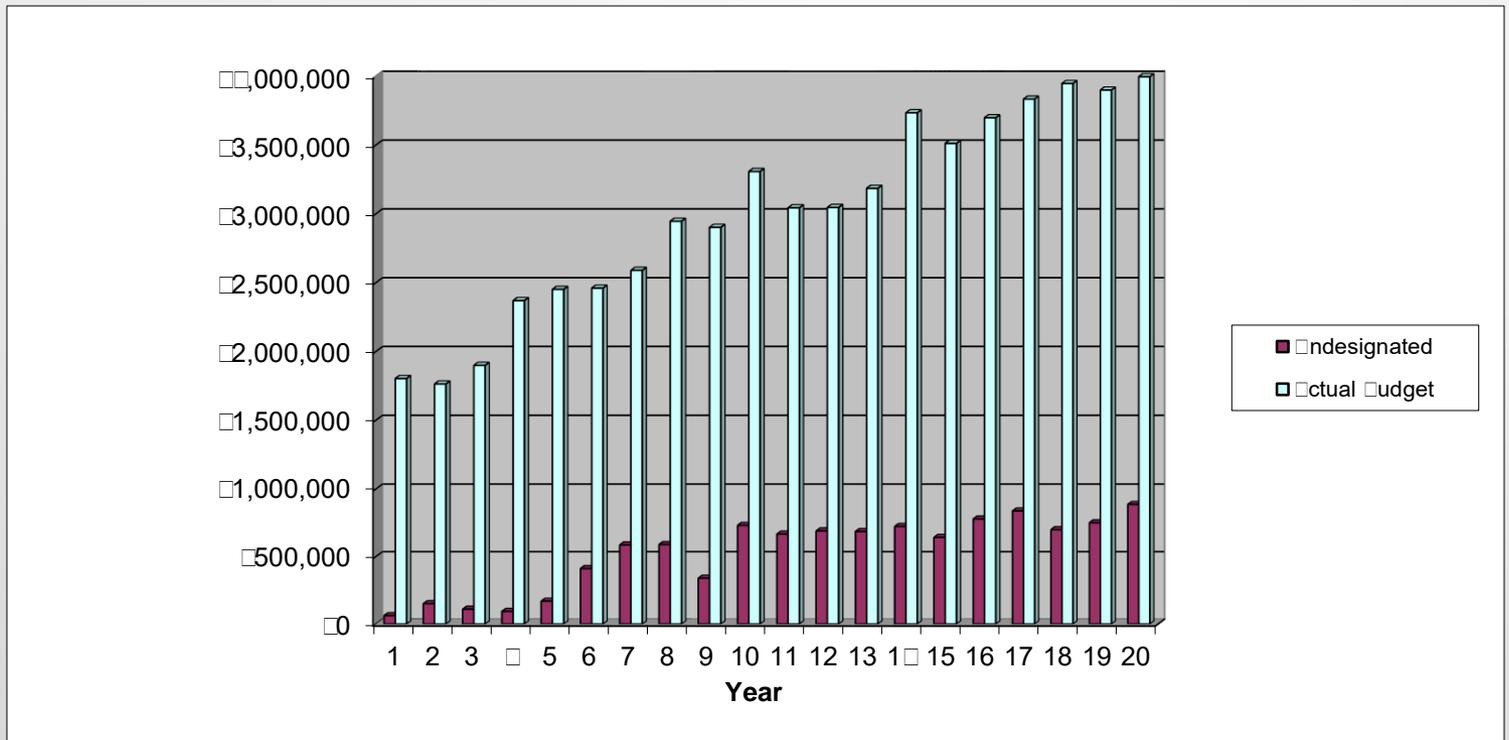
2018 budget projects using \$81,688 of assigned fund balance. \$133,344 was budgeted.

# Historical Village Fund Balance

Year	Unassigned	Year	Actual Budget	% Change	
2000	\$62,236	2001	\$1,803,789	3%	
2001	\$150,763	2002	\$1,764,090	9%	
2002	\$110,157	2003	\$1,898,969	6%	
2003	\$93,849	2004	\$2,369,806	4%	
2004	\$169,077	2005	\$2,451,351	7%	
2005	\$411,695	2006	\$2,460,484	17%	
2006	\$586,519	2007	\$2,589,531	23%	
2007	\$589,610	2008	\$2,946,414	20%	
2008	\$339,707	2009	\$2,902,303	12%	
2009	\$731,447	2010	\$3,307,779	22%	
2010	\$666,843	2011	\$3,044,465	22%	
2011	\$690,446	2012	\$3,046,784	23%	
2012	\$685,854	2013	\$3,185,810	22%	
2013	\$723,404	2014	\$3,734,707	19%	
2014	\$642,744	2015	\$3,512,354	18%	
2015	\$779,283	2016	\$3,578,759	22%	
2016	\$839,493	2017	\$3,663,903	23%	
2017	\$699,615	2018	\$3,947,254	18%	
2018	\$751,271	2019	\$3,899,719	19%	<i>Add unspent Assigned Fund balance</i>
2019	\$877,005	2020	\$3,997,212	22%	<i>Add remainder of TIF IV advance from GF</i>

*Note: 2019 Budget (proposed) and 2020 Budget (estimated)*

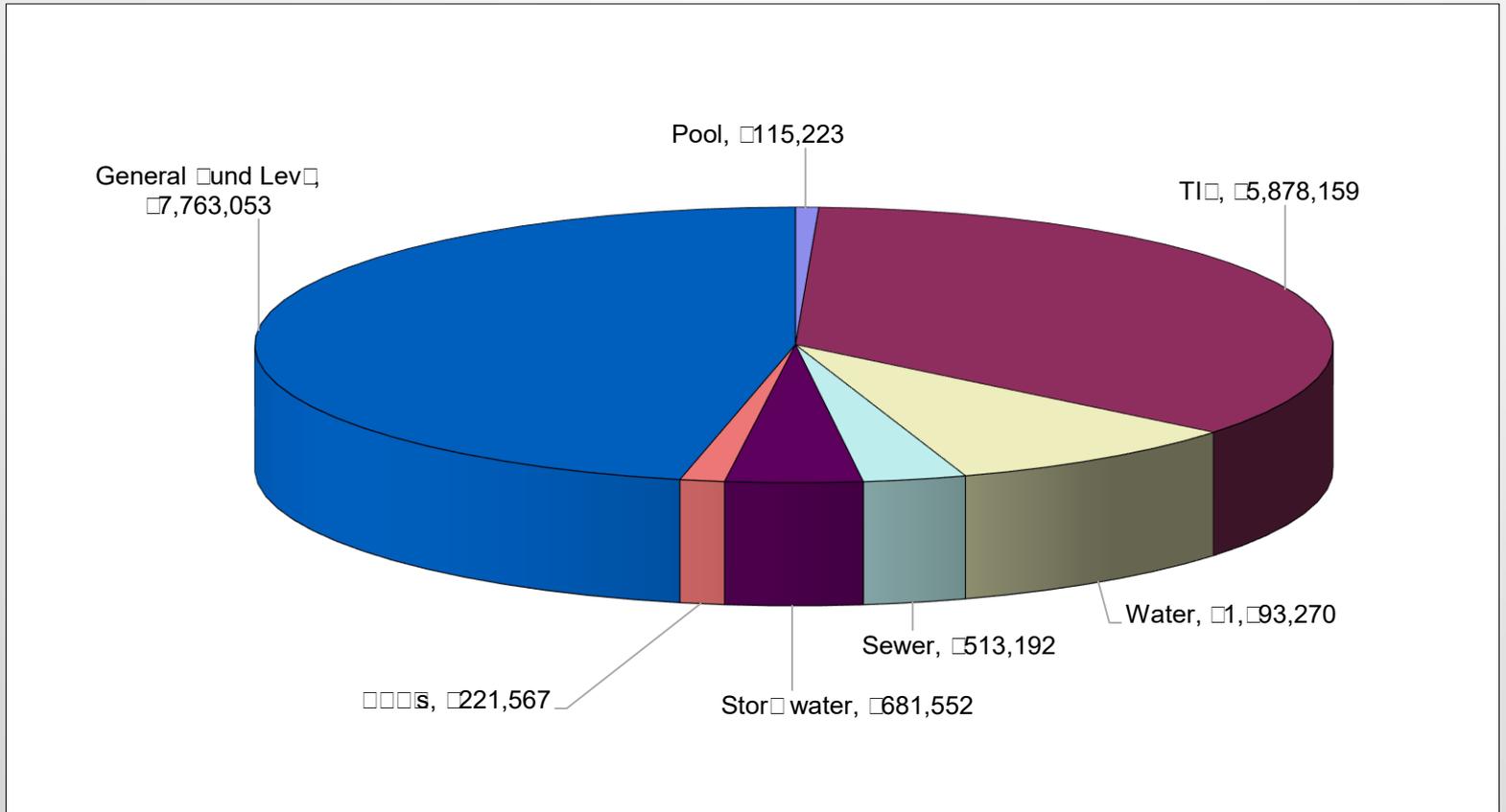
# Historical Village Fund Balance



# Debt Service Total

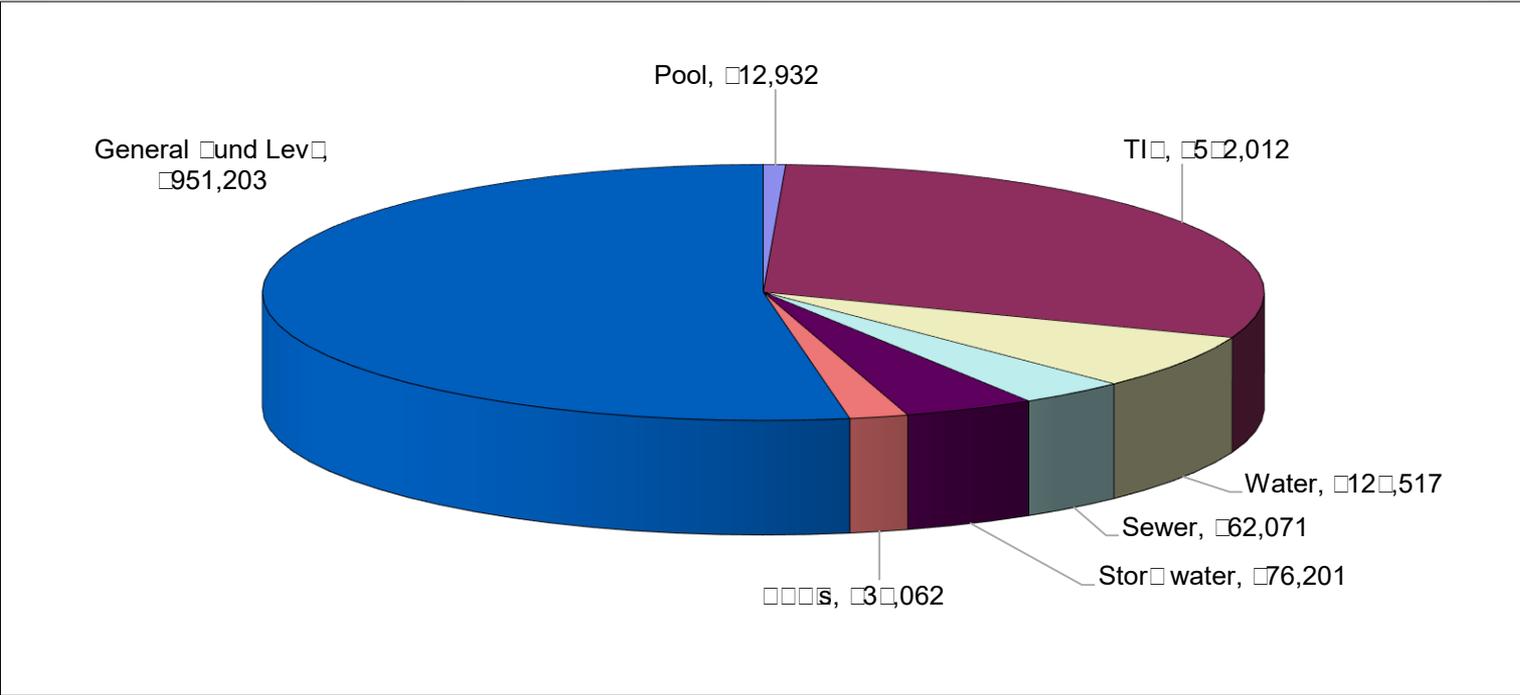
Pool	\$115,223
TIF	\$5,878,159
Water	\$1,493,270
Sewer	\$513,192
Stormwater	\$681,552
BAB's	\$221,567
General Fund Levy	\$7,763,053
Marina	\$4,780
<hr/>	
Total Debt Service	\$16,670,796
Principal	\$14,114,000
Interest	\$2,556,796

# Debt Service Total





# 2019 Debt Service



# Debt Service Outlook

- Levy \$960,000 range 2024 \$635,000 in 2025, \$300,000 2026-27
- \$100,000 2028- 2033
- Pool \$10,000 2030 Water \$100,000 2030  
Sewer \$60,000 2024, Stormwater \$80,000  
2024, Marina 0 after 2019

# Enterprise Fund Highlights

- **Water Utility – Advance return, rates, leaks, PFP**
- **Sewer Utility – Stable**
- **Stormwater Utility – Edgehill Drive. Rates?**
- **Pool**
- **Waterfront – Flood expenses?**

# Tax Increment Districts

**TIF III Increment \$ 950,000 - \$1,200,000 annually**

**Debt, \$600,000, MRO's \$260,000 annually**

**2019 debt issuance for projects \$2.M**

**University Ave in 2021 \$3M approx**

**TIF IV Increment \$255,000 per year**

**Debt, \$160,000, MRO \$91,000 annually**

**Advance repayment, partial signal**

**TIF V Increment \$147,096 -\$259,000**

**MRO avg \$176,000**

# TIF Closures

- **TIF 3 – 2028**
  - **\$340,000 Village added tax collection**
- **TIF 4 – 2030**
  - **\$78,000 Village added tax collection**
- **TIF 5 – 2044**
  - **\$75,000 Village added tax collection**
  - **Donor districts, Life extensions**

# Capital Projects/Equipment Fund

**\$329,132 balance includes transfer from debt service. \$100,000 annual revenue through 2022**

**\$211,500 in 2019 projects and purchases**

**\$117,000 Vehicles**

**\$8,500 Brush hog, snow blower**

**\$18,000 Sealcoat**

**\$50,000 Walk path**

**\$8,000 KeyWatcher system**

**\$5,000 P.A. system**

**CC Roof? 4 Corners restroom?**

# Flooding

## Garden Homes and Proactive Village Planning Process

### Village Damage

- Marina Outfall \$57,290 (\$21,000 grant received)
- Marina Road \$50,700
- McKennaOutfall \$35,800
- Pool Ditch \$40,000
- Beloit Court \$ 6,000
- Buildings/Equipment \$ 7,500 deductibles

# Flooding Funding for Village Losses

- **FEMA, State**
- **Insurance**
- **Levy**
- **Funds on Hand**

# Thank You

Questions?



~ 5 year projection of capital needs

Updated 11-2-18

Capital Need	Year	Paid to Date	Capital Fund	TIF	Utility	Other Funding Source	Suggested Committee Referral	Comments	Category
1 Lea Picker	2018	35,702	0,000				Services	Replaces 2002 model (orange), worth \$1,000. <b>Pending Board approval in February 2018.</b>	Equipment
2 Squad car	2018	31,779	39,000				Police	Two year rotation of PD vehicles. Includes equipment. Moved up to 2018 from 2019 to make a vehicle available for Police Chief (includes radio/light install).	Equipment
3 Booster stations repainting	2018	7,000			7,000		Public Works	Paid for water utility Tallahassee \$5,700. Corners \$1,700.	Facilities
4 Phone system	2018	17,000	20,000				Board	<b>Share amongst all departments. Paid 75% of the estimated \$21,935 bill so far. Expected completion in 2018.</b>	Equipment
5 Update accounting software	2018	13,000	13,000				Board	Share amongst all department, utilities, pool. <b>Total \$39K paid over 3 years. Payment 3 of 3.</b>	Equipment
6 Card Access Control System	2018	12,038	11,000				Police	Upgrade Access Card System for Police Department and add front entrance to Village Hall.	Equipment
7 Building Security Camera System	2018	12,038	10,000				Police	Recommendation from Rising Group to expand camera system in Police Department and Evidence Storage.	Equipment
8 Deletion of Scout Shack Build park pavillion	2018	0	0				Parks Recreation	Cold storage complete and fireworks equipment stored has been moved from Scout Shack. Debris building, could use foundation for a simple park shelter or remove entirely. <b>Est. cost of shelter \$50K.</b>	Facilities
9 McKenna Park Beach House repairs and railing replacement	2018	0				15,000	Waterfront Services	Pausing fund balance. Reversed Marina program. <b>On hold pending Waterfront Committee decision. Metal railing was shored up in 2015. Still needs to be replaced for ~\$5,000.</b>	Facilities
10 Completion of Mike Patout of Mars Hall Court	2018	0		311,000			Board	TID 3 - University Station to University Drive. <b>Partially reimbursed by PARC grant ~\$30K.</b>	TID
11 Old Worn Camera System	2018	0	2,500				Police	Initial purchase of old worn camera for police officers. Video storage system already in place <b>(3 cameras to be shared initially).</b>	Equipment
12 University Avenue Design Costs	2018	0	0	85,000			Board	Design Cost Share for Reconstruction of University Avenue (\$38,500 over 3 years)	TID
13 Marina Stormwater Erosion Repair	2018	0				50,000	Public Works	Spillway to Marina through 16th Old golf course is eroding	Facilities
14 Marina Stormwater Outfall	2018	0				57,290	Public Works	<b>August 20 Flood Damage:</b> Received \$21K Grant. Possible FEMA, State or other funding assistance. Could be partially paid for with unspent debt proceeds.	Facilities
15 Marina Access Road	2018	0				50,700	Public Works	<b>August 20 Flood Damage:</b> Possible FEMA, State or other funding assistance. Could be partially paid for with unspent debt proceeds.	Facilities
16 McKenna Park Stormwater Outfall	2018	0				35,800	Public Works	<b>August 20 Flood Damage:</b> Possible FEMA, State or other funding assistance. Could be partially paid for with unspent debt proceeds.	Facilities
17 Pool Stormwater Bioswale (Ditch) Cleanout/Repair	2018	0				0,000	Public Works	<b>August 20 Flood Damage:</b> Possible FEMA, State or other funding assistance. Could be partially paid for with unspent debt proceeds.	Facilities
18 Deloit Court Bioswale Repair	2018	0				6,000	Public Works	<b>August 20 Flood Damage:</b> Possible FEMA, State or other funding assistance. Could be partially paid for with unspent debt proceeds.	Facilities
19 Village Buildings Damage Insurance Deductibles	2018	0				7,500	Public Works	<b>August 20 Flood Damage:</b> Deductible of \$2,500 per building. Possible FEMA, State or other funding assistance. Could be partially paid for with unspent debt proceeds.	Facilities
<b>Subtotal 2018</b>		<b>129,004</b>	<b>139,500</b>	<b>396,000</b>	<b>7,400</b>	<b>262,290</b>			
20 Corners Catroom shelter improvements	2019	0	7,597				Services	The improvements would need to bring the building into compliance with ADA requirements and expand catroom, ramp to shelter deck. <b>Could be partially or totally funded by donations.</b>	Facilities
21 Repair Roof at Community Center	2019	0	13,250			13,250	Services Pool	Portion of expense to be shared with Pool (50/50). <b>Minor repairs completed in 2015. Major repairs needed (2 new leaks in 2017). ~\$26.5K to replace roof as is. ~\$50K to replace with improvements. ~\$10-12K to do major patch repairs (without guarantee from installer).</b>	Facilities
22 Mars Hall Court Street Improvements	2019	0		00,000			Board	TID 3 - extend water and sewer from Corcoran Crossing west to railroad tracks. Improve streetscape, road, etc. with utilities.	TID
23 Mid-sized plow truck	2019	0	80,000				Services	Replaces 2008 model TK 08, worth \$80,000.	Equipment
24 Utility Vehicle (UTV)	2019	0	10,000				Services	New UTV for Public Works and Forest Parks use.	Equipment
25 Pickup Truck	2019	0	27,000				Services	New pickup truck dedicated for the Forester's use.	Equipment
26 Key Watcher System	2019	0	8,000				Police	Electronic key management system for future MedDrop and Police evidence storage and possible other Village keys. Recommended by Police Committee.	Equipment

~ 5 year projection of capital needs

Updated 11-2-18

Capital Need	Year	Paid to Date	Capital Fund	TIF	Utility	Other Funding Source	Suggested Committee Referral	Comments	Category
27 Raised Median on University Ave (near Target)	2019	0		250,000			Board	TID - Mid-block crosswalk on University Avenue. Cost share with the City of Madison.	TID
28 Worn Camera Syste	2019	0	2,500				PS	Purchase 3 additional worn camera for police officers.	Equipment
29 University Avenue Design Costs	2019	0	0	85,000			Board	Design Cost Share for Reconstruction of University Avenue (\$38,500 over 3 years)	TID
<b>Subtotal 2019</b>		<b>0</b>	<b>215,347</b>	<b>735,000</b>	<b>0</b>	<b>13,250</b>			
30 Boiler at Co-unit Center	2020	0	60,000		180,000		Services Pool	<b>John Mitmoen received an updated cost estimate \$240K 73. Could be part of building remodel/replacement. INSURANCE EXPENSE FROM FLOODING.</b>	Facilities
31 Restain paint Village Hall	2020	0	17,000				Services	Maintenance, paint and siding repairs.	Facilities
32 Toro Wind snow Machine	2020	0	9,000				Services	Replaces 2008 model, worth \$10,000	Equipment
33 Tow-behind Bucket Truck (used)	2020	0	30,000				Services	Shared between Forester and DPW	Equipment
34 Eiden Maus Remodel	2020	0	5,000				Board	Remodeling Eiden Maus, leveling field, addition of open pavillion (100% funded by donations, Board pledge some money towards the project).	Facilities
35 University Avenue Design Costs	2020	0	0	85,000			Board	Design Cost Share for Reconstruction of University Avenue (\$38,500 over 3 years)	TID
<b>Subtotal 2020</b>		<b>0</b>	<b>161,440</b>	<b>85,000</b>	<b>180,000</b>	<b>0</b>			
36 Boiler at DPW Building	2021	0	35,000				Services	Replaces 2001 model. <b>Could be part of building remodel/replacement.</b>	Equipment
37 Full-size dump truck	2021	0	165,000				Services	Replaces 2001 model TK 5	Equipment
38 Toro zero-turn mower	2021	0	19,000				Services	Replaces 2012 model, worth \$3,000	Equipment
39 Squad car	2021	0	39,000				PS	Two year rotation of PD vehicles. Includes radio/lights install.	Equipment
40 University Avenue Design Costs	2021	0	0	85,000			Board	Design Cost Share for Reconstruction of University Avenue (\$38,500 over 3 years)	TID
41 University Ave Reconstruction (Spreewood to Campus Dr)	2021	0		2,500,000			Board	<b>Est. cost \$2-3M</b>	TID
42 Widening East side of University Hall Dr	2021	0		850,000			Board	Work to be done in conjunction with redesign of University Avenue and Lake Pat Overpass project (sidewalk, bus pullout). <b>Costsharing?</b>	TID
43 LMD Bridge Reconstruction	2021	0	20,250			961,000	Board	<b>Design Construction cost of Lake Mendota Drive Bridge (basic concrete bridge grant funded 80/20 federal-state/local). Fund \$125K for design, \$836K for construction.</b>	Facilities
<b>Subtotal 2021</b>		<b>0</b>	<b>498,250</b>	<b>3,435,000</b>	<b>0</b>	<b>961,000</b>			
44 Forester's Truck	2022	0	63,500				Services	Replaces 2005 TK 3 (consider possible alternatives to a dump truck)	Equipment
45 Street Sweeper (Mechanical)	2022	0	100,000		100,000		Services	Replaces 2007 Origin Street Sweeper. <b>All or partially paid for by Utility Fund(s).</b>	Equipment
<b>Subtotal 2022</b>		<b>0</b>	<b>163,500</b>	<b>0</b>	<b>100,000</b>	<b>0</b>			
46 Backhoe Loader	2023	0	100,280				Services	Replaces 2005 John Deere 310SG Backhoe Loader	Equipment
47 Squad car	2023	0	0,000				PS	Two year rotation of PD vehicles. Includes radio/lights install.	Equipment
<b>Subtotal 2023</b>		<b>0</b>	<b>140,280</b>	<b>0</b>	<b>0</b>	<b>0</b>			
48 Dump Truck, one ton	2024	0	78,000				Services	Replaces 2012 model TK 7	Equipment
49 Leaf picker	2024	0	5,000				Services	Replaces 2008 model (green), worth \$1,000.	Equipment
<b>Subtotal 2024</b>		<b>0</b>	<b>123,000</b>	<b>0</b>	<b>0</b>	<b>0</b>			
49 Repaving Pool/Co-unit Center Parking Lot	2022	0	26,250		78,750		Pool	Reason Parking lot breaking down as it ages ( <b>\$105K including engineering/contingencies</b> ). <b>Expense to be shared 25/75: Village/Pool.</b>	Facilities
50 DPW Building	2024	0	2,000,000				Services	Reason Building underutilized, garages overcrowded, operational deficiencies. <b>Est. cost ~\$2M</b>	Facilities
51 Co-unit Center Pool	2026	0	1,500,000				Pool	Reason Aging obsolete. Limited accessibility Locker room showers renovation. <b>Est. cost \$1-2M</b>	Facilities
52 West Side Road Rehabilitation Reconstruction	2024-2030	0	10,000,000				Public Works Board	Replace road base, utilities and maintenance as need on street of west side of Village possible over several years. <b>Est. \$6.1M Roads, \$3.2M Utilities.</b>	Streets

<u>Account No.</u>	<u>Account Title</u>	<u>Fund</u>	<u>2017 Prior Yr Actual</u>	<u>2018 Curr Yr Budget</u>	<u>2018 Curr YTD Actual</u>	<u>2018 Current Yr Est. Year End</u>	<u>2019 Future Yr Budget</u>	<u>2018 NOTES</u>
<b>REVENUE</b>								
400-43-0000-000	INTERGOVMTL REV:CNTY,STATE,FED	CAPITAL PROJECTS FU	0	0	0	0	0	
400-47-4720-000	UBAY REIMBURSEMENTS	CAPITAL PROJECTS FU	0	0	0	0	0	
400-48-4810-000	INTEREST INCOME: NAN	CAPITAL PROJECTS FU	0	0	0	0	0	
400-48-4810-100	INTEREST INCOME: BOND ISSUE	CAPITAL PROJECTS FU	0	0	0	0	0	
400-48-4810-200	INTEREST INCOME: 2009 NOTES	CAPITAL PROJECTS FU	0	0	0	0	0	
400-48-4810-300	INTEREST INCOME: 2009 BONDS	CAPITAL PROJECTS FU	0	0	0	0	0	
400-48-4810-400	INTEREST INCOME: 2010 BLD AMER	CAPITAL PROJECTS FU	0	0	0	0	0	
400-48-4810-500	INTEREST INCOME: 2013 TAX BOND	CAPITAL PROJECTS FU	0	0	0	0	0	
400-48-4850-000	HOLIDAY TREE LITE CONTRIBUTION	CAPITAL PROJECTS FU	0	0	0	0	0	
400-48-4860-000	HEIDEN HAUS CONTRIBUTIONS	CAPITAL PROJECTS FU	24,103	0	0	0	0	NEW (OLD) ACCOUNT
400-49-4910-000	INSURANCE RECOVERIES	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4911-000	PROCEEDS: 2007 NAN	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4912-100	PREMIUM ON 2012 BONDS	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4913-000	PROCEEDS: 2009 NOTES	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4915-000	PROCEEDS: 2002 BOND "B"	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4916-000	PROCEEDS: 2009 BONDS	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4918-000	RADIO GRANT:OFFICE JUSTICE AST	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4919-000	PROCEEDS: 2010 BUILD AMER BOND	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4920-000	STATE TRUST FUND LOAN	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4922-000	PROCEEDS: 2012 BONDS	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4923-000	PROCEEDS: 2013 NAN	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4925-000	PROCEEDS: 2013 TAXABLE BONDS	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4926-000	PROCEEDS: 2013 REFUNDING BOND	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4927-000	PROCEEDS: 2015 PROMISSORY NOTE	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4928-000	PROCEEDS: 2017 PROMISSORY NOTE	CAPITAL PROJECTS FU	1,085,000	0	0	0	0	
400-49-4928-100	PREMIUM ON 2017 NOTES	CAPITAL PROJECTS FU	(40,735)	0	0	0	0	
400-49-4929-001	DUE FROM TIF 3	CAPITAL PROJECTS FU	0	0	0	0	0	
400-49-4941-000	MISCELLANEOUS REVENUES	CAPITAL PROJECTS FU	10,000	118,000	0	87,633	109,370	From water & sewer utility advances
<b>EXPENSES</b>								
400-52-5210-813	SPEED MONITOR TRAILER '07	CAPITAL PROJECTS FU	0	0	0	0	0	
400-52-5210-814	TRAFFIC CALMING MEASURES	CAPITAL PROJECTS FU	75,391	0	(19,871)	0	0	2018: \$569 in Town & Country expense

<u>Account No.</u>	<u>Account Title</u>	<u>Fund</u>	<u>2017 Prior Yr Actual</u>	<u>2018 Curr Yr Budget</u>	<u>2018 Curr YTD Actual</u>	<u>2018 Current Yr Est. Year End</u>	<u>2019 Future Yr Budget</u>	<u>2018 NOTES</u>
400-52-5220-810	FIRE ENGINE, EQUIPMENT	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5320-813	DPW: TRUCK PURCHASE	CAPITAL PROJECTS FU	0	0	0	0	117,000	Dump Truck, Pickup Truck, UTV
400-53-5320-819	DPW: SEWER MACHINE	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5327-800	SALT STORAGE BUILDING	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5327-810	COLD STORAGE BUILDING	CAPITAL PROJECTS FU	601,348	0	425	425	0	
400-53-5327-820	REPAIRS: DPW BLDG	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5330-811	DPW: BRUSH CHIPPER	CAPITAL PROJECTS FU	41,385	0	0	0	0	
400-53-5330-813	2007 STREET SWEEPER	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5330-814	DPW: LEAF PICKER	CAPITAL PROJECTS FU	0	40,000	35,702	35,702	0	
400-53-5330-817	BEACH HOUSE REPAIRS	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5330-818	HEIDEN HAUS RENOVATIONS	CAPITAL PROJECTS FU	0	0	0	0	5,000	NEW (OLD) ACCOUNT
400-53-5330-819	BRIDGE REPLACEMENT	CAPITAL PROJECTS FU	0	0	756	756	0	NEW ACCOUNT
400-53-5330-820	FOUR CORNERS BATHROOMS	CAPITAL PROJECTS FU	0	0	0	0	75,000	NEW ACCOUNT
400-53-5342-810	DARKSKY COMPLIANT STREET LITES	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-820	SHOREWOOD BOULEVARD	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-860	2007/2008 ROADS PROGRAM	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-861	2009 ROADS PROGRAM	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-862	UNIVERSITY AVE ROAD PROGRAM	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-863	UNIVERSITY BAY DR ROAD PROGRAM	CAPITAL PROJECTS FU	0	0	13,687	13,687	0	DC Contracting (last payment)
400-53-5344-864	COLUMBIA, YALE, COLGATE ROADS	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-865	2012 ROADS PROGRAM	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-866	2013 ROADS: AMHERST, EAST COLUM	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-867	2014 ROAD: WELLESLEY, DARTMOUTH	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-868	2015 ROADS: RESURFACE, OAK WAY	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-869	2016 ROADS: RESURFACE REMAINING	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5344-870	DPW EQUIPMENT	CAPITAL PROJECTS FU	0	0	0	0	8,500	Snowblower, Brush hog
400-53-5344-871	SCHOOL PATH RECONSTRUCTION	CAPITAL PROJECTS FU	0	30,000	0	0	50,000	Harvard/Columbia/Amherst Walking Path
400-53-5344-872	ROAD REPAIR ANNUAL CONTRACT	CAPITAL PROJECTS FU	0	18,000	18,000	18,000	18,000	Crack filling seal coating
400-53-5344-873	OLD VILLAGE HALL REPAIRS	CAPITAL PROJECTS FU	0	25,000	0	0	0	
400-53-5344-874	BEACH HOUSE REPAIRS	CAPITAL PROJECTS FU	0	15,000	0	0	0	
400-53-5363-100	UW SEWER CONNECTION	CAPITAL PROJECTS FU	0	0	0	0	0	
400-53-5363-200	STORMWATER IMPROVEMENTS	CAPITAL PROJECTS FU	0	0	0	0	5,000	4 Corners Path

<u>Account No.</u>	<u>Account Title</u>	<u>Fund</u>	<u>2017 Prior Yr Actual</u>	<u>2018 Curr Yr Budget</u>	<u>2018 Curr YTD Actual</u>	<u>2018 Current Yr Est. Year End</u>	<u>2019 Future Yr Budget</u>	<u>2018 NOTES</u>
400-53-5363-300	SEWER LINING	CAPITAL PROJECTS FU	0	0	0	0	0	
400-54-5400-100	POLICE: SQUAD VEHICLE	CAPITAL PROJECTS FU	28,960	35,000	31,779	31,779	0	2018: cap fund balance
400-54-5440-800	FIRE/EMS/PD/DPW RADIO EQUIPMNT	CAPITAL PROJECTS FU	8,691	15,000	30,660	30,660	10,500	KeyWatcher System, BodyWorn Cameras
400-55-5531-300	COMMUNITY CENTER	CAPITAL PROJECTS FU	0	0	0	0	0	
400-55-5531-305	COMMUNITY CENTER DESIGN	CAPITAL PROJECTS FU	0	0	0	0	0	
400-55-5531-310	COMMUNITY CENTER REPAIRS	CAPITAL PROJECTS FU	0	0	0	0	13,250	Roof Repairs (50/50 split w/Pool)
400-55-5532-400	HOLIDAY TREE LIGHT EXPENSE	CAPITAL PROJECTS FU	0	0	0	0	0	
400-55-5532-410	POOL LINER	CAPITAL PROJECTS FU	0	0	0	0	0	
400-57-5714-810	VILLAGE HALL	CAPITAL PROJECTS FU	22,598	30,000	23,020	38,100	5,000	PA System Improvements
400-57-5714-830	CAPITAL EQUIPMENT	CAPITAL PROJECTS FU	47,442	0	13,000	13,000	0	2018: Clarity Software (payment 3 of 3)
400-57-5741-810	WATER METERS WITH ERTS	CAPITAL PROJECTS FU	0	0	0	0	0	
400-58-5820-687	INTEREST ON NAN	CAPITAL PROJECTS FU	0	0	0	0	0	
400-59-5920-400	TRANSFER TO GENERAL FUND	CAPITAL PROJECTS FU	0	0	0	0	0	
400-59-5920-500	TRANSFER TO UTILITIES	CAPITAL PROJECTS FU	0	0	0	0	0	
400-59-5920-850	DISCOUNT & DEBT ISSUE COSTS	CAPITAL PROJECTS FU	20,467	0	0	0	0	
400-59-5920-900	DUE TO DEBT SERVICE	CAPITAL PROJECTS FU	0	0	0	0	0	
<b>REVENUE TOTAL:</b>			<b>1,078,367</b>	<b>118,000</b>	<b>0</b>	<b>87,633</b>	<b>109,370</b>	
<b>EXPENSE TOTAL:</b>			<b>846,282</b>	<b>208,000</b>	<b>147,158</b>	<b>182,109</b>	<b>307,250</b>	
<b>NET FUND TOTAL [surplus / (deficit)]:</b>			<b>232,085</b>	<b>(90,000)</b>	<b>(147,158)</b>	<b>(94,476)</b>	<b>(197,880)</b>	

<b>Cash at end of 2017</b>	<b>248,539</b>	from Financial Statements
<b>Cash at end of 2018</b>	<b>154,063</b>	
<b>Debt Service Funds*</b>	<b>160,351</b>	
<b>Cash at end of 2019*</b>	<b>116,534</b>	

\* \$160,351 of unspent proceeds in the Debt Service fund moved to Capital Projects

<b>Capital Fund Detail</b>		
<b><u>Nonspendable Fund Balance at end of 2017</u></b>		
Advance to Sewer Fund	\$63,777	
Advance to Water Fund	\$446,472	
	\$510,249	
<b>End of 2017 funds available (per Fin. Stmt.)</b>		<b>\$248,539</b>
2018 Advance Return - Sewer	\$54,407	
2018 Advance Return - Water	\$33,226	
Subtotal	\$87,633	
Funds available at beginning of 2018		\$336,172
Debt Service transfer to Capital Fund	\$160,351	
2018 Capital Expenses	(\$182,109)	
<b>Funds available at end of 2018</b>		<b>\$314,414</b>
2019 Advance Return - Sewer	\$9,370	
2019 Advance Return - Water	\$100,000	
Subtotal	\$109,370	
Funds available at beginning of 2019		\$423,784
2019 Capital Expenses	(\$307,250)	
<b>Funds available at end of 2019</b>		<b>\$116,534</b>
<b><u>Nonspendable Fund Balance at end of 2019</u></b>		
Advance to Sewer Fund	\$0	
Advance to Water Fund	\$313,246	
	\$313,246	
2020 Advance Return - Water	\$100,000	
2020 Capital Expenses	(\$96,440)	
<b>Funds available at end of 2020</b>		<b>\$120,094</b>
2021 Advance Return - Water	\$106,623	
2021 Capital Expenses*	(\$498,250)	
<b>Funds available at end of 2021</b>		<b>(\$271,533)</b>
2022 Advance Return - Water	\$106,623	
2022 Capital Expenses**	(\$163,500)	
<b>Funds available at end of 2022</b>		<b>(\$328,410)</b>
* 2021 Expenses include LMD Bridge (240K), Full-size Dump Truck (165K), etc.		
** 2022 Expenses include 1/2 of Street Sweeper (100K), Dump Truck (63.5K)		

November 13, 2018

Mr. Karl Grant, Village Administrator  
810 Shorewood Blvd.  
Shorewood Hills, WI 53705

Dear Karl,

At your request, we have prepared this memo on Public Fire Protection (PFP) discussing alternative methods available for direct billing public fire protection for the Village.

Our memo includes the following sections:

1. What is PFP and an explanation of what makes up this cost of water service.
2. Historical background and discussion of the Public Service Commission (PSC)istor that allows alternatives for recovering PFP.
3. Effects of Converting to Direct Billing of PFP Identifies issues to be considered in making a decision on converting to direct billing of PFP.
4. Allowable Direct Billing Methods Discusses the allowable alternatives, including advantages and disadvantages of each.
5. Detailed analyses of our alternatives In this section, we look further at the implementation and recurring issues of the our most likely alternatives.
6. Financial Impact of Direct Billing This is a table giving preliminary estimates of the impacts of selected alternatives on an array of customers.
7. Conclusions.

Thank you for allowing us to serve you. Please contact me at 608-200-2387 with any questions.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP



Vicki Hellenbrand, CPA, Partner

Village of Shorewood Hills  
November 13, 2018

WHAT IS PUBLIC FIRE PROTECTION

---

Before we discuss methods for collecting PFP, it is helpful to have a basic understanding of what PFP is.

In developing water rates, costs of providing water are first divided into three main categories:

- Volume related
- Meter or fixed charges
- Public fire protection

All water utility costs are assigned to these categories. For example, meter reading time is in the meter charge category, and the depreciation on wells is allocated to volume. Fire hydrants, since they are primarily used for fighting fires, are allocated to PFP.

In designing well and storage capacity, distribution main sizing and other system design, utilities recognize that a certain volume is needed in standpipes to fight fires. Therefore, in rate design, a portion of the volume costs identified above are also allocated to PFP.

The PFP charge is a combination of the direct charges, such as costs related to hydrants, as well as indirect capacity and other volume related costs.

The following table summarizes PFP:

	<u>2017</u>
Public fire protection service (per water rates)	\$ 169,035
Total sales of water	\$ 582,035
\$ PFP/Total sales	29%

Village of Shorewood Hills  
November 13, 2018

HISTORICAL BACKGROUND

---

In 1988, the Public Service Commission of Wisconsin (PSCW) opened an investigation to explore alternative methods of calculating direct customer charges for public fire protection (PFP) service. The investigation ensued and legislation passed in Session Bill 850 which decreed that the utility include the PFP charge in the water utility bill of each customer unless the municipality adopts a resolution to have the general fund pay the charge.

The resulting investigation of the PSCW considered alternative calculations which endeavored to meet two goals: billing equity and administrative feasibility. The following list summarizes the findings of the PSCW investigation as they relate to the Village of Deerfield.

- The PSCW approved 10 alternative methods for calculating PFP.
- Customers who have private fire protection will pay for the PFP in addition to the private fire protection.
- The utility has the option of showing PFP separately on customer bills. The utility must, however, notify the community of the rates for PFP service under s. 185.33(1)(d), Wisconsin Administrative Code.
- The direct method chosen can be changed at a later date, providing that the change meets statutory requirements for utility rate increases.
- If the municipality elects to continue to pay the PFP charge to the utility, the municipality must have a resolution documenting this decision.

In September 1993, the PSCW authorized a change in policy for recovering public fire protection costs. The Franklin decision allows a community to recover where a portion of the cost is collected through a charge to the village and the remainder through direct charges to the general service customers. Although the original intention of the PSCW was for a utility to choose one method, this multi-method cost recovery approach was accepted by the PSCW and can provide a charge that is the most equitable. Utilities are now allowed to use methods in an combination that is reasonable and non-discriminatory.

Village of Shorewood Hills  
November 13, 2018

FACTS OF CONVERTING TO A DIRECT BILLING METHOD

---

Currently, the state offers utilities two methods for collection of P&P service revenue from the municipality and directly from customers of the service. Before considering the conversion to a direct billing method, the Village Board should evaluate the effects associated with changing to this alternative method. The following issues are discussed further in this section:

1. Collection from tax-exempt properties
2. Impact on state payment for municipal services
3. Impact on state shared revenues
4. Village expenditure restraint program
5. Personal income tax impact to residential customers
6. Effect on revenue debt costs
7. Other

**TAX EXEMPT PROPERTIES**

One reason some communities direct bill P&P is to collect some costs from tax-exempt properties. Currently, the village does not directly collect P&P from tax-exempt parcels. Many argue this is unfair since these properties do receive P&P service. Tax-exempt customers, however, are obligated and effort to charge the P&P, since they feel this is a tax, and they are exempt from taxes. The PSCW has ruled that under a direct billing method, the water utility can charge tax-exempt properties for P&P service.

Tax-exempt properties can also take issue with the details of some of the direct billing methods and, possibly, add legal costs to the conversion to a direct billing method. For instance, a tax-exempt property might argue the validity of the improved value of their property.

Another effect of the change to direct billing would include a possible reduction in the amount of payment in lieu of taxes (PILOT) that some tax-exempt properties currently pay, inapplicable, to the village. Tax-exempt properties might reduce the PILOT paid to the village of the amount of P&P service charges they received from the water utility.

Finally, tax-exempt properties include the village. Therefore, the village would receive a bill for its portion of the P&P service increasing general fund expenditures of this amount. In some situations these costs can be substantial.

**STATE SHARED REVENUES**

With the current level of its, public fire protection is not having a significant impact on the calculation of shared revenues. This charge is owed to the utility bill, the amount levied for public fire protection can be used for other expenditures of the village.

Village of Shorewood Hills  
November 13, 2018

EFFECTS OF CONVERTING TO A DIRECT BILLING METHOD (cont.)

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**VILLAGE EXPENDITURE RESTRAINT PROGRAM**

The village is eligible to receive additional state assistance by limiting budgeted general expenditures to a specified growth and inflation increase. This is an all or nothing program, meaning if the village exceeds the allowable limit, the entire amount is lost. PWP is currently one of the village expenditures. Saving all or a portion of PWP to the direct billing would provide the village with additional flexibility in meeting the future constraints of this program while maintaining other village services.

**INCOME TAX EFFECT**

The conversion to a direct billing method also would affect property owners and water utility customers. The change to a direct billing method would reduce the current expenses in the village's budget, but at the same time increase water bills. The change would eliminate the deduction on property owners' federal income taxes for the public fire protection charge (included in property taxes) if the property owner itemizes. Recent tax law changes have mitigated this concern as limits on deductions have made this less impactful.

**BONDING EFFECT**

Conversion to a direct billing method of the water utility involves an effect on bonding. Underwriters and purchasers of utility bonds receive considerable knowledge that a portion of the water utility's revenues come from the municipality, a source with taxing authority. Bond underwriters may consider a change to a direct billing method as a slight reduction in the quality of the village's revenue bonds and possibly increase interest rates. While this is a consideration, most of the village's borrowing has been General Obligation, which would not be impacted by the change.

**ADMINISTRATIVE EFFORT**

Another issue to be considered in changing to direct billing is the cost to implement the new rates and maintain the new billing method.

**OTHER**

The change to a direct billing method has other effects on the water utility. The water utility might notice a slight increase in uncollectible accounts. However, unpaid PWP charges relating to taxable property may be placed on the tax roll.

Village of Shorewood Hills  
November 13, 2018

ALLOWED METHODS

When the PSCW completed its investigation of alternative methods for direct billing P&P service, 10 different methods were authorized. After the order, the last methods were eliminated from the PSCW. The PSCW considers all the remaining 8 alternative calculations acceptable.

Method	Basis of Allocation	Primary Advantage	Primary Disadvantage
1. Equivalent Meters	Meter equivalencies (EM)	Simple	Shift cost to all meter sites
2. Equivalent Services	Service lateral equivalencies (ES)	Simple	Shift cost to all meter sites
3. Property Value	Valuation	Continuity with past	Data access
4. Madison Method	Square feet of property and EM	Mitigates impact on all meters	Shifts impact to mid-size meters
5. Square feet of Improvements	Square feet of improvements	Some continuity with tariff	Data access
6. Fire Calls Method	Fire calls and valuation categories	Mitigates impact on all meters	Data access, relatively complex to develop and administer
7. WP&L Method	Property value and ES	Mitigates impact on all meters	Data access
8. Actual Deed and	Fire insurance rating criteria	Improved cost assignment to higher risk property	Relatively complex

Village of Shorewood Hills  
November 13, 2018

PLATINUM MOST COMMON METHODS INCLUDING  
DISTRIBUTION AND DISTRIBUTION

**EQUIVALENT METER**

The equivalent meter method of direct billing bases the allocation of P&P on meter equivalencies. Water meters are multiplied by a size weighting factor to create a meter equivalent. For example, a 5/8" meter has a weight of 1, and a 1" meter a weight of 25. Revenue required for P&P service is then allocated to each equivalent meter.

Overall, utilities consider this method simple to administer and least costly to implement and maintain. Users of the equivalent meter method also recognize its lack of billing equity and customer fairness. The water meter size is not a good indicator of the property value protected or the P&P needs. For example, a car wash or laundromat usually has a larger meter but less P&P needs than a food storage warehouse. Under the equivalent meter method, both the car wash and the warehouse would have a charge based on their equivalent meter and not based on their fire protection needs. The most significant reason utilities select this method is to keep implementation and maintenance costs low. The village should consider its customer base (diversity of customers, in particular). This method is the most often the selected method of entities our size.

**EQUIVALENT SERVICE (ES)**

The equivalent service method is essentially the same as equivalent meters (EM) except a different weighting scale is used. The advantages and disadvantages are the same as EM except that determining service sizes can be difficult initially. For this reason, the PSCW will allow meter size as the service size if you select this method. The ES weighting scale is flatter than EM, meaning residential customers see a slight higher P&P under ES than EM. Conversely, larger customers can see a significantly lower bill under ES than EM.

**PROPERTY VALUE METHOD**

The property value method of direct billing bases its allocation of P&P on the improved value of properties. Communities usually use the assessed values of properties from property tax records or the improved values. Users of this method typically divide property values into strata, or groupings of relative value. The utility allocates a portion of the public fire protection to each grouping, and then divides this amount equally among the properties within each strata.

Utilities who use this method consider its main advantage to be billing equity because fire protection benefits each property in proportion to the relative value of the property. Another advantage is possible revenue enhancements because when the value of improvements increase each year, utilities P&P revenue increases.

Utilities using this method identify the disadvantages as difficult in obtaining improved value of tax exempt parcels, possible litigation relating to the improved value of tax exempt properties, billing software changes, increase in communication between village and utility to maintain accurate assessed value data, and increase in maintenance or annual valuation updates.

Village of Shorewood Hills  
November 13, 2018

PLANTING AND MAINTENANCE INCLUDING  
DIRECT BILLING AND DISDIRECT BILLING (cont.)

**SQUARE FOOTAGE**

The square feet of improvements method of direct billing bases the allocation of P&P on the square footage of property improvements.

Utilities using this method find the time and expense of maintaining the system quite involved. Users of this method consider its main disadvantage to include the high cost of initial analysis. Determining the initial total square footage of buildings in the village can be difficult, especially when take-out properties are included. Other disadvantages include annual updates for construction and remodeling footages, as well as possible billing software changes. The primary advantage is that it is more directly related to the costs of P&P, since P&P system design factors in size and types of structures being protected.

**DIRECT BILLING ADMINISTRATION EFFORT**

Implementing an on-site administered billing method includes a variety of implementation costs, both at implementation and recurring. These costs consist of billing system modifications, public notice, customer complaint and response time, legal costs, and updating customer bills and rate schedules. These costs vary depending upon the size of each utility.

The following charts illustrate the implementation and recurring issues related to the various billing methods.

<u>Implementation Issues</u>	<u>M</u>	<u>S</u>	<u>Time Value</u>	<u>Square Footage</u>
1. Develop allocation database				
a. Take-out property	M	M	M	S
b. Take-out property	M	M	S	S
2. Billing system modifications	M	M	S	S
3. PSCW process	M	M	M	M
a. Customer notification	M	M	M	M
<u>Recurring Issues</u>				
1. Maintain allocation database				
a. Take-out property	M	M	M	S
b. Take-out property	M	M	S	S
2. Rate case issues	M	M	M	M

M = minor effort required  
S = substantial effort required

Village of Shorewood Hills  
November 13, 2018

Financial Impact of Direct Billing

---

Table 1 is a comparison of the approximate impact of direct billing on an array of customers. In preparing this table, we have used the following assumptions:

1. The total P&P to be recovered is \$169,005. This is based on current water rates. Depending on when a change is made, in fact, to direct billing, this amount may be slightly understated.
2. Meter and service counts are taken from the December 31, 2017 PSC report.
3. The 2017 adjusted assessed value is \$59,52,600
4. The improvement value includes both buildings and land.

**VILLAGE OF SHOREWOOD HILLS**  
 Comparative Array - Selected Methods  
 Public Fire Protection - Charge Per Month

Table 1

Customer	Customer Data		Monthly	
	Equivalent Meter/Service	Improvement Value (A)	Current (Tax Roll)	Equivalent Meter
<b>Residential:</b>				
Median Assessed Value	5/8"	\$ 656,700	\$ 15.97	\$ 15.51
Average Assessed Value	5/8"	590,500	14.36	15.51
Resident C	1"	2,079,000	50.54	38.76
<b>Commercial:</b>				
Apartment	3"	12,900,000	313.61	232.59
Shopping Center	1 1/2"	3,889,000	94.55	77.53
800 University Bay Drive	2"	13,032,900	316.84	124.05
700 University Bay Drive	3"	10,505,400	255.40	232.59
<b>Tax-exempt:</b>				
Village	5/8"	N/A	None	15.51
Hospital or School	2"	N/A	None	124.05
Church	1"	N/A	None	387.65
NFP	1' 1/2"	N/A	None	387.65
Example	3"	N/A	None	232.59

(A) Includes buildings and land.

(B) The Village currently has approx. 80 parcels on it's tax roll that are Madison Water Utility customers. Those customers currently pay fire protection charges for both the Village (via the tax roll) and the City of Madison via direct billings. If the Villae were to change to direct billing this issue would be resolved.

**VILLAGE OF SHOREWOOD HILLS**  
Rate Design  
Current Method (Tax Roll)

Table 1a

Estimated Public Fire Protection	\$ 169,045
Total Assessed Value	<u>579,452,600</u>
Rate	<u><u>0.000292</u></u>
Rate / month	<u><u>0.000024</u></u>

**VILLAGE OF SHOREWOOD HILLS**

Table 1b

Rate Design  
 Equivalent Meter Method

Meter Size	Meters	Meters Weighting Factor	Equivalent Meters	Rate Per Equivalent Meter	Annual Rate	PFP Charge Per Month
5/8"	424	1.0	424	\$ 186.07	\$ 186.07	\$ 15.51
3/4"	153	1.0	153	186.07	186.07	15.51
1"	75	2.5	188	186.07	465.18	38.76
1 1/2"	7	5.0	35	186.07	930.35	77.53
2"	8	8.0	64	186.07	1,488.56	124.05
3"	3	15.0	45	186.07	2,791.06	232.59
4"	-	25.0	-	186.07	4,651.76	387.65
6"	-	50.0	-	186.07	9,303.52	775.29
8"	-	80.0	-	186.07	14,885.64	1,240.47
10"	-	120.0	-	186.07	22,328.45	1,860.70
	<u>670</u>		<u>909</u>			

2005 Est. Annual Public Fire Protection Charge \$ 169,045

Rate per Equivalent Meter \$ 186.07 / equivalent meter

**VILLAGE OF SHOREWOOD HILLS**

Table 1c

Rate Design  
Equivalent Service Method

<u>Meter Size</u>	<u>Meters</u>	<u>Services Weighting Factor</u>	<u>Equivalent Services</u>	<u>Rate Per Equivalent Service</u>	<u>Annual Rate</u>	<u>PFP Charge Per Month</u>
5/8"	424	1.0	424	\$ 233.33	\$ 233.33	\$ 19.44
3/4"	153	1.0	153	233.33	233.33	19.44
1"	75	1.3	98	233.33	303.32	25.28
1 1/2"	7	2.0	14	233.33	466.65	38.89
2"	8	3.0	24	233.33	699.98	58.33
3"	3	4.0	12	233.33	933.31	77.78
4"	-	5.0	-	233.33	1,166.63	97.22
6"	-	6.0	-	233.33	1,399.96	116.66
8"	-	7.0	-	233.33	1,633.29	136.11
10"	-	8.0	-	233.33	1,866.61	155.55
	<u>670</u>		<u>725</u>			
2002 Est. Annual Public Fire Protection Charge			<u>\$ 169,045</u>			
Rate per Equivalent Service			<u>\$ 233.33</u>	/ equivalent service		

Note: This option uses **meter** size and number of **meters** weighted by a services factor to calculate equivalent services. This is allowed by the PSCW in the equivalent services method.

Village of Shorewood Hills  
November 13, 2018

CONCLUSIONS

---

The first and most important decision the Board needs to make is whether to split all or a portion of P&P from the tax roll to utility bills. Section 3 of this report discusses issues to be considered, not alternatives as merits, and the choice is truly a policy decision.

If the decision is made to direct bill all or a portion, alternative methods are discussed in Section 4. This addresses a decision of administrative simplicity to implement and maintain versus equity.

Keep in mind that you can elect to combine methods, first, by leaving a portion on the tax roll and directing billing a portion. Secondly, any or all of the direct billed amounts can be on combined methods. Due to the multitude of options this creates, we did not extensively study these combinations, although we can, upon your request.

Finally, although we don't advocate this, the utility does have the option of changing your initial decision at a later date should you find any decisions made are not meeting your goals.

In order to change the billing method, the PSC needs to be notified in letter. This letter should state the village's desire to change to the direct billing method and how this method was determined.

The PSC will contact the village after reviewing the application to schedule a public hearing. This usually happens within 90 days.

We will be available to assist you with drafting the letter and/or attending the public hearing as well as any other issues that may arise or concern.

***Resolution R – 2018 – 16***

*Of the Village of Shorewood Hills, Wisconsin,  
2019 Budgets*

**Be It Resolved**, that the Village of Shorewood Hills Village Board hereby approves;

- (1) the 2019 General Fund Budget of the Village in the amount of \$3,899,719
- (2) the tax levy for 2018 payable 2019 in the amount of \$2,840,159
- (3) the 2018 budgets of the pool (\$529,404), debt service (\$958,205), water (\$554,339), sewer (\$294,645), stormwater (\$177,698), waterfront, (\$85,724) TIF district 3 (\$2,909,415), TIF district 4 (\$591,845), TIF district 5 (\$188,522) and capital (\$307,250) funds

The foregoing resolution was duly adopted by the Board of Trustees of the Village of Shorewood Hills at a legal meeting on the 19th day of November, 2018.

APPROVED: \_\_\_\_\_  
David Benforado, President

Attest: \_\_\_\_\_  
Karla Endres, Village Clerk

VILLAGE OF SHOREWOOD HILLS  
DANE COUNTY WISCONSIN

ORDINANCE NO. L-2018-5

AN ORDINANCE REPEALING AND RECREATING CHAPTER 27 FLOODPLAIN ZONING  
OF THE VILLAGE OF SHOREWOOD HILLS MUNICIPAL CODE

WHEREAS, the Village of Shorewood Hills has expressed its intent to apply to participate in the National Flood Insurance Program by passing Resolution R-2018-10; and

WHEREAS, the Village Board desires to amend Chapter 27 Floodplain Zoning of its Municipal Code.

NOW THEREFORE, the Board of Trustees of the Village of Shorewood Hills, Dane County, Wisconsin, do ordain to repeal and recreate Chapter 27 Floodplain Zoning as listed in Exhibit 1.

This ordinance shall take effect immediately upon passage and publication as required by law.

*The above and foregoing ordinance was duly adopted by the Village Board of the Village of Shorewood Hills at its meeting held on \_\_\_\_\_, 2018.*

APPROVED:

\_\_\_\_\_  
David J. Benforado, Village President

ATTEST:

\_\_\_\_\_  
Karla Endres, Village Clerk

# **EXHIBIT 1**

## **Chapter 27**

### **FLOODPLAIN ZONING**



**Date:** \_\_\_\_\_

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**27-1-0 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE, TITLE AND GENERAL PROVISIONS**

**27-1-1 STATUTORY AUTHORIZATION**

This ordinance is adopted pursuant to the authorization in s. 61.35 and 62.23, for villages and cities; s. 59.69, s. 59.692, and s. 59.694 for counties; and the requirements in s. 87.30, Stats.

**27-1-2 FINDING OF FACT**

Uncontrolled development and use of the floodplains and rivers of this municipality would impair the public health, safety, convenience, general welfare and tax base.

**27-1-3 STATEMENT OF PURPOSE**

This ordinance is intended to regulate floodplain development to:

- (1) Protect life, health and property;
- (2) Minimize expenditures of public funds for flood control projects;
- (3) Minimize rescue and relief efforts undertaken at the expense of the taxpayers;
- (4) Minimize business interruptions and other economic disruptions;
- (5) Minimize damage to public facilities in the floodplain;
- (6) Minimize the occurrence of future flood blight areas in the floodplain;
- (7) Discourage the victimization of unwary land and homebuyers;
- (8) Prevent increases in flood heights that could increase flood damage and result in conflicts between property owners; and
- (9) Discourage development in a floodplain if there is any practicable alternative to locate the activity, use or structure outside of the floodplain.

**27-1-4 TITLE**

This ordinance shall be known as the Floodplain Zoning Ordinance for the Village of Shorewood Hills, Wisconsin.

**27-1-5 GENERAL PROVISIONS**

(1) **AREAS TO BE REGULATED**

This ordinance regulates all areas that would be covered by the regional flood or base flood as shown on the Flood Insurance Rate Map (FIRM) or other maps approved by DNR. Base flood elevations are derived from the flood profiles in the Flood Insurance Study (FIS) and are shown as AE, A1-30, and AH Zones on the FIRM. Other regulatory zones are displayed as A and AO zones. Regional Flood Elevations (RFE) may be derived from other studies. If more than one map or revision is referenced, the most restrictive information shall apply.

(2) OFFICIAL MAPS & REVISIONS

The boundaries of all floodplain districts are designated as A, AE, AH, AO or A1-30 on the maps based on the Flood Insurance Study (FIS) listed below. Any change to the base flood elevations (BFE) or any changes to the boundaries of the floodplain or floodway in the FIS or on the Flood Insurance Rate Map (FIRM) must be reviewed and approved by the DNR and FEMA through the Letter of Map Change process (see s. 27-8-0 *Amendments*) before it is effective. No changes to RFE's on non-FEMA maps shall be effective until approved by the DNR. These maps and revisions are on file in the office of the Municipal Clerk, Village of Shorewood Hills. If more than one map or revision is referenced, the most restrictive information shall apply.

(a) OFFICIAL MAPS : Based on the FIS:

<https://msc.fema.gov/portal/advanceSearch#searchresultsanchor>

Flood Insurance Rate Map (FIRM), panel number 55025C0404G and 55025C0408G, dated 01/02/2009; with corresponding profiles that are based on the Flood Insurance Study (FIS) dated 06/16/2016, volume numbers 55025CV001D, 55025CV002D, 55025CV003D, 55025CV004D;

Approved by: The DNR and FEMA

(3) ESTABLISHMENT OF FLOODPLAIN ZONING DISTRICTS

The regional floodplain areas are divided into three districts as follows:

- (a) The Floodway District (FW), is the channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional floodwaters and are contained within AE Zones as shown on the FIRM.
- (b) The Floodfringe District (FF) is that portion between the regional flood limits and the floodway and displayed as AE Zones on the FIRM.
- (c) The General Floodplain District (GFP) is those areas that may be covered by floodwater during the regional flood and does not have a BFE or floodway boundary determined, including A, AH and AO zones on the FIRM.

(4) LOCATING FLOODPLAIN BOUNDARIES

Discrepancies between boundaries on the official floodplain zoning map and actual field conditions shall be resolved using the criteria in subd (a) or (b) below. If a significant difference exists, the map shall be amended according to s. 27-8-0 *Amendments*. The zoning administrator can rely on a boundary derived from a profile elevation to grant or deny a land use permit, whether or not a map amendment is required. The zoning administrator shall be responsible for documenting actual pre-development field conditions and the basis upon which the district boundary was determined and for initiating any map amendments required under this section. Disputes between the zoning

administrator and an applicant over the district boundary line shall be settled according to s. 27-7-3(3) and the criteria in (a) and (b) below. Where the flood profiles are based on established base flood elevations from a FIRM, FEMA must approve any map amendment or revision pursuant to s. 27-8-0 *Amendments*.

- (a) If flood profiles exist, the map scale and the profile elevations shall determine the district boundary. The regional or base flood elevations shall govern if there are any discrepancies.
- (b) Where flood profiles do not exist for projects, the location of the boundary shall be determined by the map scale.

(5) REMOVAL OF LANDS FROM FLOODPLAIN

Compliance with the provisions of this ordinance shall not be grounds for removing land from the floodplain unless it is filled at least two feet above the regional or base flood elevation, the fill is contiguous to land outside the floodplain, and the map is amended pursuant to s. 27-8-0 *Amendments*.

(6) COMPLIANCE

Any development or use within the areas regulated by this ordinance shall be in compliance with the terms of this ordinance, and other applicable local, state, and federal regulations.

(7) MUNICIPALITIES AND STATE AGENCIES REGULATED

Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this ordinance and obtain all necessary permits. State agencies are required to comply if s. 13.48(13), Stats., applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the Wisconsin Department of Transportation is exempt when s. 30.2022, Stats., applies.

(8) ABROGATION AND GREATER RESTRICTIONS

- (a) This ordinance supersedes all the provisions of any municipal zoning ordinance enacted under s. 59.69, 59.692 or 59.694 for counties; s. 62.23 for cities; s. 61.35 for villages; or s. 87.30, Stats., which relate to floodplains. A more restrictive ordinance shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.
- (b) This ordinance is not intended to repeal, abrogate or impair any existing deed restrictions, covenants or easements. If this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail.

(9) INTERPRETATION

In their interpretation and application, the provisions of this ordinance are the minimum requirements liberally construed in favor of the governing body and are not a limitation on or repeal of any other powers granted by the Wisconsin Statutes. If a provision of this ordinance, required by ch. NR 116, Wis. Adm. Code, is unclear, the provision shall be interpreted in light of the standards in

effect on the date of the adoption of this ordinance or in effect on the date of the most recent text amendment to this ordinance.

(10) WARNING AND DISCLAIMER OF LIABILITY

The flood protection standards in this ordinance are based on engineering experience and research. Larger floods may occur or the flood height may be increased by man-made or natural causes. This ordinance does not imply or guarantee that non-floodplain areas or permitted floodplain uses will be free from flooding and flood damages. This ordinance does not create liability on the part of, or a cause of action against, the municipality or any officer or employee thereof for any flood damage that may result from reliance on this ordinance.

(11) SEVERABILITY

Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

(12) ANNEXED AREAS FOR CITIES AND VILLAGES

The Dane County floodplain zoning provisions in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements of ch. NR 116, Wis. Adm. Code and 44 CFR 59-72, *National Flood Insurance Program* (NFIP). These annexed lands are described on the municipality's official zoning map. County floodplain zoning provisions are incorporated by reference for the purpose of administering this section and are on file in the office of the municipal zoning administrator. All plats or maps of annexation shall show the regional flood elevation and the floodway location.

**27-2-0** **GENERAL STANDARDS APPLICABLE TO ALL FLOODPLAIN DISTRICTS**

The community shall review all permit applications to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall be designed and anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads; be constructed with flood-resistant materials; be constructed to minimize flood damages and to ensure that utility and mechanical equipment is designed and/or located so as to prevent water from entering or accumulating within the equipment during conditions of flooding.

Subdivisions shall be reviewed for compliance with the above standards. All subdivision proposals (including manufactured home parks) shall include regional flood elevation and floodway data for any development that meets the subdivision definition of this ordinance and all other requirements in s. 27-7-1(2). Adequate drainage shall be provided to reduce exposure to flood hazards and all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damages.

**27-2-1 HYDRAULIC AND HYDROLOGIC ANALYSES**

- (1) No floodplain development shall:
  - (a) Obstruct flow, defined as development which blocks the conveyance of floodwaters by itself or with other development, causing any increase in the regional flood height; or
  - (b) Cause any increase in the regional flood height due to floodplain storage area lost.
- (2) The zoning administrator shall deny permits if it is determined the proposed development will obstruct flow or cause any increase in the regional flood height, based on the officially adopted FIRM or other adopted map, unless the provisions of s. 27-8-0 *Amendments* are met.

**27-2-2 WATERCOURSE ALTERATIONS**

No land use permit to alter or relocate a watercourse in a mapped floodplain shall be issued until the local official has notified in writing all adjacent municipalities, the Department and FEMA regional offices, and required the applicant to secure all necessary state and federal permits. The standards of s. 27-2-1 must be met and the flood carrying capacity of any altered or relocated watercourse shall be maintained.

As soon as is practicable, but not later than six months after the date of the watercourse alteration or relocation and pursuant to s. 27-8-0 *Amendments*, the community shall apply for a Letter of Map Revision (LOMR) from FEMA. Any such alterations must be reviewed and approved by FEMA and the DNR through the LOMC process.

**27-2-3 CHAPTER 30, 31, WIS. STATS., DEVELOPMENT**

Development which requires a permit from the Department, under chs. 30 and 31, Stats., such as docks, piers, wharves, bridges, culverts, dams and navigational aids, may be allowed if the necessary permits are obtained and amendments to the floodplain zoning ordinance are made according to s. 27-8-0 *Amendments*.

**27-2-4 PUBLIC OR PRIVATE CAMPGROUNDS**

Public or private campgrounds shall have a low flood damage potential and shall meet the following provisions:

- (1) The campground is approved by the Department of Health Services;
- (2) A land use permit for the campground is issued by the zoning administrator;
- (3) The character of the river system and the campground elevation are such that a 72-hour warning of an impending flood can be given to all campground occupants;
- (4) There is an adequate flood warning procedure for the campground that offers the minimum notice required under this section to all persons in the campground. This procedure shall include a written agreement between the campground owner, the municipal emergency government coordinator and the chief law enforcement official which specifies the flood elevation at which

evacuation shall occur, personnel responsible for monitoring flood elevations, types of warning systems to be used and the procedures for notifying at-risk parties, and the methods and personnel responsible for conducting the evacuation;

- (5) This agreement shall be for no more than one calendar year, at which time the agreement shall be reviewed and updated - by the officials identified in sub. (4) - to remain in compliance with all applicable regulations, including those of the state Department of Health Services and all other applicable regulations;
- (6) Only camping units that are fully licensed, if required, and ready for highway use are allowed;
- (7) The camping units shall not occupy any site in the campground for more than 180 consecutive days, at which time the camping unit must be removed from the floodplain for a minimum of 24 hours;
- (8) All camping units that remain on site for more than 30 days shall be issued a limited authorization by the campground operator, a written copy of which is kept on file at the campground. Such authorization shall allow placement of a camping unit for a period not to exceed 180 days and shall ensure compliance with all the provisions of this section;
- (9) The municipality shall monitor the limited authorizations issued by the campground operator to assure compliance with the terms of this section;
- (10) All camping units that remain in place for more than 180 consecutive days must meet the applicable requirements in either s. 27-3-0, 27-4-0 or 27-5-0 for the floodplain district in which the structure is located;
- (11) The campground shall have signs clearly posted at all entrances warning of the flood hazard and the procedures for evacuation when a flood warning is issued; and
- (12) All service facilities, including but not limited to refuse collection, electrical service, gas lines, propane tanks, sewage systems and wells shall be properly anchored and placed at or floodproofed to the flood protection elevation.

**27-3-0 FLOODWAY DISTRICT (FW)**

**27-3-1 APPLICABILITY**

This section applies to all floodway areas on the floodplain zoning maps and those identified pursuant to s. 27-5-4.

**27-3-2 PERMITTED USES**

The following open space uses are allowed in the Floodway District and the floodway areas of the General Floodplain District, if:

- they are not prohibited by any other ordinance;
- they meet the standards in s. 27-3-3 and 27-3-4; and
- all permits or certificates have been issued according to s. 27-7-1.

- (1) Agricultural uses, such as: farming, outdoor plant nurseries, horticulture, viticulture and wild crop harvesting.
- (2) Nonstructural industrial and commercial uses, such as loading areas, parking areas and airport landing strips.
- (3) Nonstructural recreational uses, such as golf courses, tennis courts, archery ranges, picnic grounds, boat ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting, trap and skeet activities, hunting and fishing areas and hiking and horseback riding trails, subject to the fill limitations of s. 27-3-3(4).
- (4) Uses or structures accessory to open space uses, or classified as historic structures that comply with s. 27-3-3 and 27-3-4.
- (5) Extraction of sand, gravel or other materials that comply with s. 27-3-3(4).
- (6) Functionally water-dependent uses, such as docks, piers or wharves, dams, flowage areas, culverts, navigational aids and river crossings of transmission lines, and pipelines that comply with chs. 30 and 31, Stats.
- (7) Public utilities, streets and bridges that comply with s. 27-3-3(3).

**27-3-3 STANDARDS FOR DEVELOPMENTS IN THE FLOODWAY**

(1) GENERAL

- (a) Any development in the floodway shall comply with s. 27-2-0 and have a low flood damage potential.
- (b) Applicants shall provide the following data to determine the effects of the proposal according to s. 27-2-1 and 27-7-1(2)(c):
  1. A cross-section elevation view of the proposal, perpendicular to the watercourse, showing if the proposed development will obstruct flow; or
  2. An analysis calculating the effects of this proposal on regional flood height.
- (c) The zoning administrator shall deny the permit application if the project will cause any increase in the flood elevations upstream or downstream, based on the data submitted for subd. (b) above.

(2) STRUCTURES

Structures accessory to permanent open space uses or functionally dependent on a waterfront location may be allowed by permit if the structures comply with the following criteria:

- (a) Not designed for human habitation, does not have a high flood damage potential and is constructed to minimize flood damage;
- (b) Shall have a minimum of two openings on different walls having a total

net area not less than one square inch for every square foot of enclosed area, and the bottom of all such openings being no higher than one foot above grade. The openings shall be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

- (c) Must be anchored to resist flotation, collapse, and lateral movement;
  - (d) Mechanical and utility equipment must be elevated or flood proofed to or above the flood protection elevation; and
  - (e) It must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.
- (3) **PUBLIC UTILITIES, STREETS AND BRIDGES**  
Public utilities, streets and bridges may be allowed by permit, if:
- (a) Adequate floodproofing measures are provided to the flood protection elevation; and
  - (b) Construction meets the development standards of s. 27-2-1.
- (4) **FILLS OR DEPOSITION OF MATERIALS**  
Fills or deposition of materials may be allowed by permit, if:
- (a) The requirements of s. 27-2-1 are met;
  - (b) No material is deposited in navigable waters unless a permit is issued by the Department pursuant to ch. 30, Stats., and a permit pursuant to s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344 has been issued, if applicable, and all other requirements have been met;
  - (c) The fill or other materials will be protected against erosion by riprap, vegetative cover, sheet piling or bulkheading; and
  - (d) The fill is not classified as a solid or hazardous material.

**27-3-4 PROHIBITED USES**

All uses not listed as permitted uses in s. 27-3-2 are prohibited, including the following uses:

- (1) Habitable structures, structures with high flood damage potential, or those not associated with permanent open-space uses;
- (2) Storing materials that are buoyant, flammable, explosive, injurious to property, water quality, or human, animal, plant, fish or other aquatic life;
- (3) Uses not in harmony with or detrimental to uses permitted in the adjoining districts;
- (4) Any private or public sewage systems, except portable latrines that are removed prior to flooding and systems associated with recreational areas and

Department-approved campgrounds that meet the applicable provisions of local ordinances and ch. SPS 383, Wis. Adm. Code;

- (5) Any public or private wells which are used to obtain potable water, except those for recreational areas that meet the requirements of local ordinances and chs. NR 811 and NR 812, Wis. Adm. Code;
- (6) Any solid or hazardous waste disposal sites;
- (7) Any wastewater treatment ponds or facilities, except those permitted under s. NR 110.15(3)(b), Wis. Adm. Code; and
- (8) Any sanitary sewer or water supply lines, except those to service existing or proposed development located outside the floodway which complies with the regulations for the floodplain area occupied.

**27-4-0 FLOODFRINGE DISTRICT (FF)**

**27-4-1 APPLICABILITY**

This section applies to all floodfringe areas shown on the floodplain zoning maps and those identified pursuant to s. 27-5-4.

**27-4-2 PERMITTED USES**

Any structure, land use, or development is allowed in the Floodfringe District if the standards in s. 27-4-3 are met, the use is not prohibited by this or any other ordinance or regulation and all permits or certificates specified in s. 27-7-1 have been issued.

**27-4-3 STANDARDS FOR DEVELOPMENT IN THE FLOODFRINGE**

S. 27-2-1 shall apply in addition to the following requirements according to the use requested. Any existing structure in the floodfringe must meet the requirements of s. 27-6-0 *Nonconforming Uses*;

(1) **RESIDENTIAL USES**

Any structure, including a manufactured home, which is to be newly constructed or moved into the floodfringe, shall meet or exceed the following standards. Any existing structure in the floodfringe must meet the requirements of s. 27-6-0 *Nonconforming Uses*;

- (a) The elevation of the lowest floor shall be at or above the flood protection elevation on fill unless the requirements of s. 27-4-3 (1)(b) can be met. The fill shall be one foot or more above the regional flood elevation extending at least 15 feet beyond the limits of the structure.
- (b) The basement or crawlway floor may be placed at the regional flood elevation if it is dry floodproofed to the flood protection elevation. No basement or crawlway floor is allowed below the regional flood elevation;
- (c) Contiguous dryland access shall be provided from a structure to land outside of the floodplain, except as provided in subd. (d).
- (d) In developments where existing street or sewer line elevations make

compliance with subd. (c) impractical, the municipality may permit new development and substantial improvements where roads are below the regional flood elevation, if:

1. The municipality has written assurance from police, fire and emergency services that rescue and relief will be provided to the structure(s) by wheeled vehicles during a regional flood event; or
2. The municipality has a DNR-approved emergency evacuation plan.

(2) ACCESSORY STRUCTURES OR USES

Accessory structures shall be constructed on fill with the lowest floor at or above the regional flood elevation.

(3) COMMERCIAL USES

Any commercial structure which is erected, altered or moved into the floodfringe shall meet the requirements of s. 27-4-3(1). Subject to the requirements of s. 27-4-3(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(4) MANUFACTURING AND INDUSTRIAL USES

Any manufacturing or industrial structure which is erected, altered or moved into the floodfringe shall have the lowest floor elevated to or above the flood protection elevation or meet the floodproofing standards in s. 27-7-5. Subject to the requirements of s. 27-4-3(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(5) STORAGE OF MATERIALS

Materials that are buoyant, flammable, explosive, or injurious to property, water quality or human, animal, plant, fish or aquatic life shall be stored at or above the flood protection elevation or floodproofed in compliance with s. 27-7-5. Adequate measures shall be taken to ensure that such materials will not enter the water body during flooding.

(6) PUBLIC UTILITIES, STREETS AND BRIDGES

All utilities, streets and bridges shall be designed to be compatible with comprehensive floodplain development plans; and

- (a) When failure of public utilities, streets and bridges would endanger public health or safety, or where such facilities are deemed essential, construction or repair of such facilities shall only be permitted if they are designed to comply with s. 27-7-5.
- (b) Minor roads or non-essential utilities may be constructed at lower elevations if they are designed to withstand flood forces to the regional flood elevation.

(7) SEWAGE SYSTEMS

All sewage disposal systems shall be designed to minimize or eliminate

infiltration of flood water into the system, pursuant to s. 27-7-5(3), to the flood protection elevation and meet the provisions of all local ordinances and ch. SPS 383, Wis. Adm. Code.

(8) WELLS

All wells shall be designed to minimize or eliminate infiltration of flood waters into the system, pursuant to s. 27-7-5(3), to the flood protection elevation and shall meet the provisions of chs. NR 811 and NR 812, Wis. Adm. Code.

(9) SOLID WASTE DISPOSAL SITES

Disposal of solid or hazardous waste is prohibited in floodfringe areas.

(10) DEPOSITION OF MATERIALS

Any deposited material must meet all the provisions of this ordinance.

(11) MANUFACTURED HOMES

(a) Owners or operators of all manufactured home parks and subdivisions shall provide adequate surface drainage to minimize flood damage, and prepare, secure approval and file an evacuation plan, indicating vehicular access and escape routes, with local emergency management authorities.

(b) In existing manufactured home parks, all new homes, replacement homes on existing pads, and substantially improved homes shall:

1. have the lowest floor elevated to the flood protection elevation; and
2. be anchored so they do not float, collapse or move laterally during a flood

(c) Outside of existing manufactured home parks, including new manufactured home parks and all single units outside of existing parks, all new, replacement and substantially improved manufactured homes shall meet the residential development standards for the floodfringe in s. 27-4-3(1).

(12) MOBILE RECREATIONAL VEHICLES

All mobile recreational vehicles that are on site for 180 consecutive days or more or are not fully licensed and ready for highway use shall meet the elevation and anchoring requirements in s. 27-4-3(11)(b) and (c). A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

**27-5-0 GENERAL FLOODPLAIN DISTRICT (GFP)**

**27-5-1 APPLICABILITY**

The provisions for this district shall apply to all floodplains mapped as A, AO or AH zones.

**27-5-2 PERMITTED USES**

Pursuant to s. 27-5-4, it shall be determined whether the proposed use is located within the floodway or floodfringe.

Those uses permitted in the Floodway (s. 27-3-2) and Floodfringe (s. 27-4-2) Districts are allowed within the General Floodplain District, according to the standards of s. 27-5-3, provided that all permits or certificates required under s. 27-7-1 have been issued.

**27-5-3 STANDARDS FOR DEVELOPMENT IN THE GENERAL FLOODPLAIN DISTRICT**

S. 27-3-0 applies to floodway areas, s. 27-4-0 applies to floodfringe areas. The rest of this ordinance applies to either district.

- (1) In AO/AH Zones the structure's lowest floor must meet one of the conditions listed below whichever is higher:
  - (a) at or above the flood protection elevation; or
  - (b) two (2) feet above the highest adjacent grade around the structure; or
  - (c) the depth as shown on the FIRM
- (2) In AO/AH zones, provide plans showing adequate drainage paths to guide floodwaters around structures.

**27-5-4 DETERMINING FLOODWAY AND FLOODFRINGE LIMITS**

Upon receiving an application for development within the general floodplain district, the zoning administrator shall:

- (1) Require the applicant to submit two copies of an aerial photograph or a plan which shows the proposed development with respect to the general floodplain district limits, stream channel, and existing floodplain developments, along with a legal description of the property, fill limits and elevations, building floor elevations and flood proofing measures; and the flood zone as shown on the FIRM.
- (2) Require the applicant to furnish any of the following information deemed necessary by the Department to evaluate the effects of the proposal upon flood height and flood flows, regional flood elevation and to determine floodway boundaries.
  - (a) A Hydrologic and Hydraulic Study as specified in s. 27-7-1(2)(c).
  - (b) Plan (surface view) showing elevations or contours of the ground; pertinent structure, fill or storage elevations; size, location and layout of all proposed and existing structures on the site; location and elevations of streets, water supply, and sanitary facilities; soil types and other pertinent information;
  - (c) Specifications for building construction and materials, floodproofing, filling, dredging, channel improvement, storage, water supply and

sanitary facilities.

**27-6-0 NONCONFORMING USES**

**27-6-1 GENERAL**

(1) APPLICABILITY

If these standards conform with s.87.30, Stats. and ch. NR 116.15, Wis. Adm. Code and 44 CFR 59-72 , , they shall apply to all modifications or additions to any nonconforming use or structure and to the use of any structure or premises which was lawful before the passage of this ordinance or any amendment thereto.

(2) The existing lawful use of a structure or its accessory use which is not in conformity with the provisions of this ordinance may continue subject to the following conditions:

(a) No modifications or additions to a nonconforming use or structure shall be permitted unless they comply with this ordinance. The words "modification" and "addition" include, but are not limited to, any alteration, addition, modification, structural repair, rebuilding or replacement of any such existing use, structure or accessory structure or use. Maintenance is not considered a modification; this includes painting, decorating, paneling and other nonstructural components and the maintenance, repair or replacement of existing private sewage or water supply systems or connections to public utilities. Any costs associated with the repair of a damaged structure are not considered maintenance.

The construction of a deck that does not exceed 200 square feet and that is adjacent to the exterior wall of a principal structure is not an extension, modification or addition. The roof of the structure may extend over a portion of the deck in order to provide safe ingress and egress to the principal structure.

- (b) If a nonconforming use or the use of a nonconforming structure is discontinued for 12 consecutive months, it is no longer permitted and any future use of the property, and any structure or building thereon, shall conform to the applicable requirements of this ordinance;
- (c) The municipality shall keep a record which lists all nonconforming uses and nonconforming structures, their present equalized assessed value, the cost of all modifications or additions which have been permitted, and the percentage of the structure's total current value those modifications represent;
- (d) No modification or addition to any nonconforming structure or any structure with a nonconforming use, which over the life of the structure would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a

conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 27-4-3(1). The costs of elevating the lowest floor of a nonconforming building or a building with a nonconforming use to the flood protection elevation are excluded from the 50% provisions of this paragraph;

- (e) No maintenance to any nonconforming structure or any structure with a nonconforming use, the cost of which would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 27-4-3(1).
- (f) If on a per event basis the total value of the work being done under (d) and (e) equals or exceeds 50% of the present equalized assessed value the work shall not be permitted unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 27-4-3(1).
- (g) Except as provided in subd. (h), if any nonconforming structure or any structure with a nonconforming use is destroyed or is substantially damaged, it cannot be replaced, reconstructed or rebuilt unless the use and the structure meet the current ordinance requirements. A structure is considered substantially damaged if the total cost to restore the structure to its pre-damaged condition equals or exceeds 50% of the structure's present equalized assessed value.
- (h) For nonconforming buildings that are substantially damaged or destroyed by a nonflood disaster, the repair or reconstruction of any such nonconforming building shall be permitted in order to restore it to the size and use in effect prior to the damage event, provided that the minimum federal code requirements below are met and all required permits have been granted prior to the start of construction.

#### 1. Residential Structures

- a. Shall have the lowest floor, including basement, elevated to or above the base flood elevation using fill, pilings, columns, posts or perimeter walls. Perimeter walls must meet the requirements of s. 27-7-5(2).
- b. Shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy and shall

be constructed with methods and materials resistant to flood damage.

- c. Shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or elevated so as to prevent water from entering or accumulating within the components during conditions of flooding.
- d. In A Zones, obtain, review and utilize any flood data available from a federal, state or other source.
- e. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in s. 27-5-3(1).
- f. In AO Zones, shall have adequate drainage paths around structures on slopes to guide floodwaters around and away from the structure.

2. Nonresidential Structures

- a. Shall meet the requirements of s. 27-6-1(2)(h)1a-f.
- b. Shall either have the lowest floor, including basement, elevated to or above the regional flood elevation; or, together with attendant utility and sanitary facilities, shall meet the standards in s. 27-7-5(1) or (2).
- c. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in s. 27-5-3(1).

- (3) A nonconforming historic structure may be altered if the alteration will not preclude the structure's continued designation as a historic structure, the alteration will comply with s. 27-3-3(1), flood resistant materials are used, and construction practices and floodproofing methods that comply with s. 27-7-5 are used. Repair or rehabilitation of historic structures shall be exempt from the development standards of s. 27-6-1(2)(h)1 if it is determined that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and is the minimum necessary to preserve the historic character and design of the structure.

**27-6-2 FLOODWAY DISTRICT**

- (1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use in the Floodway District, unless such modification or addition:
  - (a) Has been granted a permit or variance which meets all ordinance requirements;

- (b) Meets the requirements of s. 27-6-1;
- (c) Shall not increase the obstruction to flood flows or regional flood height;
- (d) Any addition to the existing structure shall be floodproofed, pursuant to s. 27-7-5, by means other than the use of fill, to the flood protection elevation; and
- (e) If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:
  - 1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade;
  - 2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;
  - 3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and
  - 4. The use must be limited to parking, building access or limited storage.
- (2) No new on-site sewage disposal system, or addition to an existing on-site sewage disposal system, except where an addition has been ordered by a government agency to correct a hazard to public health, shall be allowed in the Floodway District. Any replacement, repair or maintenance of an existing on-site sewage disposal system in a floodway area shall meet the applicable requirements of all municipal ordinances, s. 27-7-5(3) and ch. SPS 383, Wis. Adm. Code.
- (3) No new well or modification to an existing well used to obtain potable water shall be allowed in the Floodway District. Any replacement, repair or maintenance of an existing well in the Floodway District shall meet the applicable requirements of all municipal ordinances, s. 27-7-5(3) and chs. NR 811 and NR 812, Wis. Adm. Code.

**27-6-3 FLOODFRINGE DISTRICT**

- (1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use unless such modification or addition has been granted a permit or variance by the municipality, and meets the requirements of s. 27-4-3 except where s. 27-6-3(2) is applicable.
- (2) Where compliance with the provisions of subd. (1) would result in unnecessary hardship and only where the structure will not be used for human habitation or be associated with a high flood damage potential, the Board of Adjustment/Appeals, using the procedures established in s. 27-7-3, may grant

a variance from those provisions of subd. (1) for modifications or additions using the criteria listed below. Modifications or additions which are protected to elevations lower than the flood protection elevation may be permitted if:

- (a) No floor is allowed below the regional flood elevation for residential or commercial structures;
  - (b) Human lives are not endangered;
  - (c) Public facilities, such as water or sewer, shall not be installed;
  - (d) Flood depths shall not exceed two feet;
  - (e) Flood velocities shall not exceed two feet per second; and
  - (f) The structure shall not be used for storage of materials as described in s. 27-4-3(5).
- (3) All new private sewage disposal systems, or addition to, replacement, repair or maintenance of a private sewage disposal system shall meet all the applicable provisions of all local ordinances, s. 27-7-5(3) and ch. SPS 383, Wis. Adm. Code.
- (4) All new wells, or addition to, replacement, repair or maintenance of a well shall meet the applicable provisions of this ordinance, s. 27-7-5(3) and ch. NR 811 and NR 812, Wis. Adm. Code.

**27-7-0 ADMINISTRATION**

Where a zoning administrator, planning agency or a board of adjustment/appeals has already been appointed to administer a zoning ordinance adopted under ss. 59.69, 59.692 or 62.23(7), Stats., these officials shall also administer this ordinance.

**27-7-1 ZONING ADMINISTRATOR**

(1) **DUTIES AND POWERS**

The zoning administrator is authorized to administer this ordinance and shall have the following duties and powers:

- (a) Advise applicants of the ordinance provisions, assist in preparing permit applications and appeals, and assure that the regional flood elevation for the proposed development is shown on all permit applications.
- (b) Issue permits and inspect properties for compliance with provisions of this ordinance and issue certificates of compliance where appropriate.
- (c) Inspect and assess all damaged floodplain structures to determine if substantial damage to the structures has occurred.
- (d) Keep records of all official actions such as:
  - 1. All permits issued, inspections made, and work approved;
  - 2. Documentation of certified lowest floor and regional flood elevations;

3. Floodproofing certificates.
  4. Water surface profiles, floodplain zoning maps and ordinances, nonconforming uses and structures including changes, appeals, variances and amendments.
  5. All substantial damage assessment reports for floodplain structures.
  6. List of nonconforming structures and uses.
- (e) Submit copies of the following items to the Department Regional office:
1. Within 10 days of the decision, a copy of any decisions on variances, appeals for map or text interpretations, and map or text amendments;
  2. Copies of case-by-case analyses and other required information including an annual summary of floodplain zoning actions taken.
  3. Copies of substantial damage assessments performed and all related correspondence concerning the assessments.
- (f) Investigate, prepare reports, and report violations of this ordinance to the municipal zoning agency and attorney for prosecution. Copies of the reports shall also be sent to the Department Regional office.
- (g) Submit copies of amendments to the FEMA Regional office.

(2) LAND USE PERMIT

A land use permit shall be obtained before any new development; repair, modification or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated. Application to the zoning administrator shall include:

(a) GENERAL INFORMATION

1. Name and address of the applicant, property owner and contractor;
2. Legal description, proposed use, and whether it is new construction or a modification;

(b) SITE DEVELOPMENT PLAN

A site plan drawn to scale shall be submitted with the permit application form and shall contain:

1. Location, dimensions, area and elevation of the lot;
2. Location of the ordinary highwater mark of any abutting navigable waterways;
3. Location of any structures with distances measured from the lot lines and street center lines;

4. Location of any existing or proposed on-site sewage systems or private water supply systems;
5. Location and elevation of existing or future access roads;
6. Location of floodplain and floodway limits as determined from the official floodplain zoning maps;
7. The elevation of the lowest floor of proposed buildings and any fill using the vertical datum from the adopted study – either National Geodetic Vertical Datum (NGVD) or North American Vertical Datum (NAVD);
8. Data sufficient to determine the regional flood elevation in NGVD or NAVD at the location of the development and to determine whether or not the requirements of s. 27-3-0 or 27-4-0 are met; and
9. Data to determine if the proposed development will cause an obstruction to flow or an increase in regional flood height or discharge according to s. 27-2-1. This may include any of the information noted in s. 27-3-3(1).

(c) **HYDRAULIC AND HYDROLOGIC STUDIES TO ANALYZE DEVELOPMENT**

All hydraulic and hydrologic studies shall be completed under the direct supervision of a professional engineer registered in the State. The study contractor shall be responsible for the technical adequacy of the study. All studies shall be reviewed and approved by the Department.

1. Zone A floodplains:
  - a. Hydrology
 

The appropriate method shall be based on the standards in ch. NR 116.07(3), Wis. Admin. Code, *Hydrologic Analysis: Determination of Regional Flood Discharge*.
  - b. Hydraulic modeling
 

The regional flood elevation shall be based on the standards in ch. NR 116.07(4), Wis. Admin. Code, *Hydraulic Analysis: Determination of Regional Flood Elevation* and the following:

    - i. determination of the required limits of the hydraulic model shall be based on detailed study information for downstream structures (dam, bridge, culvert) to determine adequate starting WSEL for the study.
    - ii. channel sections must be surveyed.
    - iii. minimum four foot contour data in the overbanks shall be used for the development of cross section overbank and floodplain mapping.

- iv. a maximum distance of 500 feet between cross sections is allowed in developed areas with additional intermediate cross sections required at transitions in channel bottom slope including a survey of the channel at each location.
- v. the most current version of HEC\_RAS shall be used.
- vi. a survey of bridge and culvert openings and the top of road is required at each structure.
- vii. additional cross sections are required at the downstream and upstream limits of the proposed development and any necessary intermediate locations based on the length of the reach if greater than 500 feet.
- viii. standard accepted engineering practices shall be used when assigning parameters for the base model such as flow, Manning's N values, expansion and contraction coefficients or effective flow limits. The base model shall be calibrated to past flooding data such as high water marks to determine the reasonableness of the model results. If no historical data is available, adequate justification shall be provided for any parameters outside standard accepted engineering practices.
- ix. the model must extend past the upstream limit of the difference in the existing and proposed flood profiles in order to provide a tie-in to existing studies. The height difference between the proposed flood profile and the existing study profiles shall be no more than 0.00 feet.

c. Mapping

A work map of the reach studied shall be provided, showing all cross section locations, floodway/floodplain limits based on best available topographic data, geographic limits of the proposed development and whether the proposed development is located in the floodway.

- i. If the proposed development is located outside of the floodway, then it is determined to have no impact on the regional flood elevation.
- ii. If any part of the proposed development is in the floodway, it must be added to the base model to show the difference between existing and proposed conditions. The study must ensure that all coefficients remain the same as in the existing model, unless adequate justification based on standard accepted engineering practices is provided.

2. Zone AE Floodplains

## a. Hydrology

If the proposed hydrology will change the existing study, the appropriate method to be used shall be based on ch. NR 116.07(3), Wis. Admin. Code, *Hydrologic Analysis: Determination of Regional Flood Discharge*.

## b. Hydraulic model

The regional flood elevation shall be based on the standards in ch. NR 116.07(4), Wis. Admin. Code, *Hydraulic Analysis: Determination of Regional Flood Elevation* and the following:

## i. Duplicate Effective Model

The effective model shall be reproduced to ensure correct transference of the model data and to allow integration of the revised data to provide a continuous FIS model upstream and downstream of the revised reach. If data from the effective model is available, models shall be generated that duplicate the FIS profiles and the elevations shown in the Floodway Data Table in the FIS report to within 0.1 foot.

## ii. Corrected Effective Model.

The Corrected Effective Model shall not include any man-made physical changes since the effective model date, but shall import the model into the most current version of HEC-RAS for Department review.

## iii. Existing (Pre-Project Conditions) Model.

The Existing Model shall be required to support conclusions about the actual impacts of the project associated with the Revised (Post-Project) Model or to establish more up-to-date models on which to base the Revised (Post-Project) Model.

## iv. Revised (Post-Project Conditions) Model.

The Revised (Post-Project Conditions) Model shall incorporate the Existing Model and any proposed changes to the topography caused by the proposed development. This model shall reflect proposed conditions.

## v. All changes to the Duplicate Effective Model and subsequent models must be supported by certified topographic information, bridge plans, construction plans and survey notes.

## vi. Changes to the hydraulic models shall be limited to the stream reach for which the revision is being requested. Cross sections upstream and downstream of the revised reach shall be identical to those in the effective model and

result in water surface elevations and topwidths computed by the revised models matching those in the effective models upstream and downstream of the revised reach as required. The Effective Model shall not be truncated.

c. Mapping

Maps and associated engineering data shall be submitted to the Department for review which meet the following conditions:

- i. Consistency between the revised hydraulic models, the revised floodplain and floodway delineations, the revised flood profiles, topographic work map, annotated FIRMs and/or Flood Boundary Floodway Maps (FBFMs), construction plans, bridge plans.
- ii. Certified topographic map of suitable scale, contour interval, and a planimetric map showing the applicable items. If a digital version of the map is available, it may be submitted in order that the FIRM may be more easily revised.
- iii. Annotated FIRM panel showing the revised 1% and 0.2% annual chance floodplains and floodway boundaries.
- iv. If an annotated FIRM and/or FBFM and digital mapping data (GIS or CADD) are used then all supporting documentation or metadata must be included with the data submission along with the Universal Transverse Mercator (UTM) projection and State Plane Coordinate System in accordance with FEMA mapping specifications.
- v. The revised floodplain boundaries shall tie into the effective floodplain boundaries.
- vi. All cross sections from the effective model shall be labeled in accordance with the effective map and a cross section lookup table shall be included to relate to the model input numbering scheme.
- vii. Both the current and proposed floodways shall be shown on the map.
- viii. The stream centerline, or profile baseline used to measure stream distances in the model shall be visible on the map.

(d) EXPIRATION

All permits issued under the authority of this ordinance shall expire no more than 180 days after issuance. The permit may be extended for a maximum of 180 days for good and sufficient cause.

(3) CERTIFICATE OF COMPLIANCE

No land shall be occupied or used, and no building which is hereafter constructed, altered, added to, modified, repaired, rebuilt or replaced shall be occupied until a certificate of compliance is issued by the zoning administrator, except where no permit is required, subject to the following provisions:

- (a) The certificate of compliance shall show that the building or premises or part thereof, and the proposed use, conform to the provisions of this ordinance;
- (b) Application for such certificate shall be concurrent with the application for a permit;
- (c) If all ordinance provisions are met, the certificate of compliance shall be issued within 10 days after written notification that the permitted work is completed;
- (d) The applicant shall submit a certification signed by a registered professional engineer, architect or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. Floodproofing measures also require certification by a registered professional engineer or architect that the requirements of s. 27-7-5 are met.

(4) **OTHER PERMITS**

Prior to obtaining a floodplain development permit the applicant must secure all necessary permits from federal, state, and local agencies, including but not limited to those required by the U.S. Army Corps of Engineers under s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344.

**27-7-2 ZONING AGENCY**

- (1) The Plan Commission shall:
  - (a) oversee the functions of the office of the zoning administrator; and
  - (b) review and advise the governing body on all proposed amendments to this ordinance, maps and text.
- (2) The Plan Commission shall not:
  - (a) grant variances to the terms of the ordinance in place of action by the Board of Adjustment/Appeals; or
  - (b) amend the text or zoning maps in place of official action by the governing body.

**27-7-3 BOARD OF ADJUSTMENT/APPEALS**

The Board of Adjustment/Appeals, created under s. 59.694, Stats., for counties or s. 62.23(7)(e), Stats., for cities or villages, is hereby authorized or shall be appointed to act for the purposes of this ordinance. The Board shall exercise the powers conferred

by Wisconsin Statutes and adopt rules for the conduct of business. The zoning administrator shall not be the secretary of the Board.

(1) POWERS AND DUTIES

The Board of Adjustment/Appeals shall:

- (a) Appeals - Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this ordinance;
- (b) Boundary Disputes - Hear and decide disputes concerning the district boundaries shown on the official floodplain zoning map; and
- (c) Variances - Hear and decide, upon appeal, variances from the ordinance standards.

(2) APPEALS TO THE BOARD

- (a) Appeals to the board may be taken by any person aggrieved, or by any officer or department of the municipality affected by any decision of the zoning administrator or other administrative officer. Such appeal shall be taken within 30 days unless otherwise provided by the rules of the board, by filing with the official whose decision is in question, and with the board, a notice of appeal specifying the reasons for the appeal. The official whose decision is in question shall transmit to the board all records regarding the matter appealed.

(b) NOTICE AND HEARING FOR APPEALS INCLUDING VARIANCES

- 1. Notice - The board shall:
  - a. Fix a reasonable time for the hearing;
  - b. Publish adequate notice pursuant to Wisconsin Statutes, specifying the date, time, place and subject of the hearing; and
  - c. Assure that notice shall be mailed to the parties in interest and the Department Regional office at least 10 days in advance of the hearing.
- 2. Hearing - Any party may appear in person or by agent. The board shall:
  - a. Resolve boundary disputes according to s. 27-7-3(3);
  - b. Decide variance applications according to s. 27-7-3(4); and
  - c. Decide appeals of permit denials according to s. 27-7-4.

- (c) DECISION: The final decision regarding the appeal or variance application shall:

1. Be made within a reasonable time;
2. Be sent to the Department Regional office within 10 days of the decision;
3. Be a written determination signed by the chairman or secretary of the Board;
4. State the specific facts which are the basis for the Board's decision;
5. Either affirm, reverse, vary or modify the order, requirement, decision or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or grant or deny the variance application; and
6. Include the reasons for granting an appeal, describing the hardship demonstrated by the applicant in the case of a variance, clearly stated in the recorded minutes of the Board proceedings.

(3) BOUNDARY DISPUTES

The following procedure shall be used by the Board in hearing disputes concerning floodplain district boundaries:

- (a) If a floodplain district boundary is established by approximate or detailed floodplain studies, the flood elevations or profiles shall prevail in locating the boundary. If none exist, other evidence may be examined;
- (b) The person contesting the boundary location shall be given a reasonable opportunity to present arguments and technical evidence to the Board; and
- (c) If the boundary is incorrectly mapped, the Board should inform the zoning committee or the person contesting the boundary location to petition the governing body for a map amendment according to s. 27-8-0 *Amendments*.

(4) VARIANCE

- a) The Board may, upon appeal, grant a variance from the standards of this ordinance if an applicant convincingly demonstrates that:
  1. Literal enforcement of the ordinance will cause unnecessary hardship;
  2. The hardship is due to adoption of the floodplain ordinance and unique property conditions, not common to adjacent lots or premises. In such case the ordinance or map must be amended;
  3. The variance is not contrary to the public interest; and
  4. The variance is consistent with the purpose of this ordinance in s. 27-1-3.

- (b) In addition to the criteria in subd. (a), to qualify for a variance under FEMA regulations, the following criteria must be met:
  - 1. The variance shall not cause any increase in the regional flood elevation;
  - 2. Variances can only be granted for lots that are less than one-half acre and are contiguous to existing structures constructed below the RFE; and
  - 3. Variances shall only be granted upon a showing of good and sufficient cause, shall be the minimum relief necessary, shall not cause increased risks to public safety or nuisances, shall not increase costs for rescue and relief efforts and shall not be contrary to the purpose of the ordinance.
- (c) A variance shall not:
  - 1. Grant, extend or increase any use prohibited in the zoning district;
  - 2. Be granted for a hardship based solely on an economic gain or loss;
  - 3. Be granted for a hardship which is self-created.
  - 4. Damage the rights or property values of other persons in the area;
  - 5. Allow actions without the amendments to this ordinance or map(s) required in s. 27-8-0 *Amendments*; and
  - 6. Allow any alteration of an historic structure, including its use, which would preclude its continued designation as an historic structure.
- (d) When a floodplain variance is granted the Board shall notify the applicant in writing that it may increase risks to life and property and flood insurance premiums could increase up to \$25.00 per \$100.00 of coverage. A copy shall be maintained with the variance record.

**27-7-4 TO REVIEW APPEALS OF PERMIT DENIALS**

- (1) The Zoning Agency (s. 27-7-2) or Board shall review all data related to the appeal. This may include:
  - (a) Permit application data listed in s. 27-7-1(2);
  - (b) Floodway/floodfringe determination data in s. 27-5-4;
  - (c) Data listed in s. 27-3-3(1)(b) where the applicant has not submitted this information to the zoning administrator; and
  - (d) Other data submitted with the application, or submitted to the Board with the appeal.

- (2) For appeals of all denied permits the Board shall:
  - (a) Follow the procedures of s. 27-7-3;
  - (b) Consider zoning agency recommendations; and
  - (c) Either uphold the denial or grant the appeal.
- (3) For appeals concerning increases in regional flood elevation the Board shall:
  - (a) Uphold the denial where the Board agrees with the data showing an increase in flood elevation. Increases may only be allowed after amending the flood profile and map and all appropriate legal arrangements are made with all adversely affected property owners as per the requirements of s. 27-8-0 *Amendments*; and
  - (b) Grant the appeal where the Board agrees that the data properly demonstrates that the project does not cause an increase provided no other reasons for denial exist.

**27-7-5 FLOODPROOFING STANDARDS FOR NONCOMFORMING STRUCTURES OR USES**

- (1) No permit or variance shall be issued for a non-residential structure designed to be watertight below the regional flood elevation until the applicant submits a plan certified by a registered professional engineer or architect that the floodproofing measures will protect the structure or development to the flood protection elevation and submits a FEMA Floodproofing Certificate.
- (2) For a structure designed to allow the entry of floodwaters, no permit or variance shall be issued until the applicant submits a plan either:
  - (a) certified by a registered professional engineer or architect; or
  - (b) meets or exceeds the following standards:
    - 1. a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
    - 2. the bottom of all openings shall be no higher than one foot above grade; and
    - 3. openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- (3) Floodproofing measures shall be designed, as appropriate, to:
  - (a) Withstand flood pressures, depths, velocities, uplift and impact forces and other regional flood factors;
  - (b) Protect structures to the flood protection elevation;

- (c) Anchor structures to foundations to resist flotation and lateral movement;
- (d) Minimize or eliminate infiltration of flood waters; and
- (e) Minimize or eliminate discharges into flood waters.

**27-7-6 PUBLIC INFORMATION**

- (1) Place marks on structures to show the depth of inundation during the regional flood.
- (2) All maps, engineering data and regulations shall be available and widely distributed.
- (3) Real estate transfers should show what floodplain district any real property is in.

**27-8-0 AMENDMENTS**

Obstructions or increases may only be permitted if amendments are made to this ordinance, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with s. 27-8-1.

- (1) In AE Zones with a mapped floodway, no obstructions or increases shall be permitted unless the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ordinance, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with s. 27-8-1. Any such alterations must be reviewed and approved by FEMA and the DNR.
- (2) In A Zones increases equal to or greater than 1.0 foot may only be permitted if the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ordinance, the official floodplain maps, floodway lines, and water surface profiles, in accordance with s. 27-8-1.

**27-8-1 GENERAL**

The governing body shall change or supplement the floodplain zoning district boundaries and this ordinance in the manner outlined in s. 27-8-2 below. Actions which require an amendment to the ordinance and/ or submittal of a Letter of Map Change (LOMC) include, but are not limited to, the following:

- (1) Any fill or floodway encroachment that obstructs flow causing any increase in the regional flood height;
- (2) Any change to the floodplain boundaries and/or watercourse alterations on the FIRM;
- (3) Any changes to any other officially adopted floodplain maps listed in s. 27-1-5 (2)(b);
- (4) Any floodplain fill which raises the elevation of the filled area to a height at or above the flood protection elevation and is contiguous to land lying outside

the floodplain;

- (5) Correction of discrepancies between the water surface profiles and floodplain maps;
- (6) Any upgrade to a floodplain zoning ordinance text required by s. NR 116.05, Wis. Adm. Code, or otherwise required by law, or for changes by the municipality; and
- (7) All channel relocations and changes to the maps to alter floodway lines or to remove an area from the floodway or the floodfringe that is based on a base flood elevation from a FIRM requires prior approval by FEMA.

**27-8-2 PROCEDURES**

Ordinance amendments may be made upon petition of any party according to the provisions of s. 62.23, Stats., for cities and villages, or s. 59.69, Stats., for counties. The petitions shall include all data required by s. 27-5-4 and 27-7-1(2). The Land Use Permit shall not be issued until a Letter of Map Revision is issued by FEMA for the proposed changes.

- (1) The proposed amendment shall be referred to the zoning agency for a public hearing and recommendation to the governing body. The amendment and notice of public hearing shall be submitted to the Department Regional office for review prior to the hearing. The amendment procedure shall comply with the provisions of s. 62.23, Stats., for cities and villages or s. 59.69, Stats., for counties.
- (2) No amendments shall become effective until reviewed and approved by the Department.
- (3) All persons petitioning for a map amendment that obstructs flow causing any increase in the regional flood height, shall obtain flooding easements or other appropriate legal arrangements from all adversely affected property owners and notify local units of government before the amendment can be approved by the governing body.

**27-9-0 ENFORCEMENT AND PENALTIES**

Any violation of the provisions of this ordinance by any person shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, forfeit to the municipality a penalty of not more than \$50.00 (fifty dollars), together with a taxable cost of such action. Each day of continued violation shall constitute a separate offense. Every violation of this ordinance is a public nuisance and the creation may be enjoined and the maintenance may be abated by action at suit of the municipality, the state, or any citizen thereof pursuant to s. 87.30, Stats.

**27-10-0 DEFINITIONS**

Unless specifically defined, words and phrases in this ordinance shall have their common law meaning and shall be applied in accordance with their common usage. Words used in the present tense include the future, the singular number includes the

plural and the plural number includes the singular. The word "may" is permissive, "shall" is mandatory and is not discretionary.

1. A ZONES – Those areas shown on the Official Floodplain Zoning Map which would be inundated by the regional flood. These areas may be numbered or unnumbered A Zones. The A Zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.
2. AH ZONE – See “AREA OF SHALLOW FLOODING”.
3. AO ZONE – See “AREA OF SHALLOW FLOODING”.
4. ACCESSORY STRUCTURE OR USE – A facility, structure, building or use which is accessory or incidental to the principal use of a property, structure or building.
5. ALTERATION – An enhancement, upgrading or substantial change or modifications other than an addition or repair to a dwelling or to electrical, plumbing, heating, ventilating, air conditioning and other systems within a structure.
6. AREA OF SHALLOW FLOODING – A designated AO, AH, AR/AO, AR/AH, or VO zone on a community’s Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flood may be evident. Such flooding is characterized by ponding or sheet flow.
7. BASE FLOOD – Means the flood having a one percent chance of being equaled or exceeded in any given year, as published by FEMA as part of a FIS and depicted on a FIRM.
8. BASEMENT – Any enclosed area of a building having its floor sub-grade, i.e., below ground level, on all sides.
9. BUILDING – See STRUCTURE.
10. BULKHEAD LINE – A geographic line along a reach of navigable water that has been adopted by a municipal ordinance and approved by the Department pursuant to s. 30.11, Stats., and which allows limited filling between this bulkhead line and the original ordinary highwater mark, except where such filling is prohibited by the floodway provisions of this ordinance.
11. CAMPGROUND – Any parcel of land which is designed, maintained, intended or used for the purpose of providing sites for nonpermanent overnight use by 4 or more camping units, or which is advertised or represented as a camping area.
12. CAMPING UNIT – Any portable device, no more than 400 square feet in area, used as a temporary shelter, including but not limited to a camping trailer, motor home, bus, van, pick-up truck, or tent that is fully licensed, if required, and ready for highway use.

13. **CERTIFICATE OF COMPLIANCE** – A certification that the construction and the use of land or a building, the elevation of fill or the lowest floor of a structure is in compliance with all of the provisions of this ordinance.
14. **CHANNEL** – A natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.
15. **CRAWLWAYS** or **CRAWL SPACE** – An enclosed area below the first usable floor of a building, generally less than five feet in height, used for access to plumbing and electrical utilities.
16. **DECK** – An unenclosed exterior structure that has no roof or sides, but has a permeable floor which allows the infiltration of precipitation.
17. **DEPARTMENT** – The Wisconsin Department of Natural Resources.
18. **DEVELOPMENT** – Any artificial change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or alterations to buildings, structures or accessory structures; the repair of any damaged structure or the improvement or renovation of any structure, regardless of percentage of damage or improvement; the placement of buildings or structures; subdivision layout and site preparation; mining, dredging, filling, grading, paving, excavation or drilling operations; the storage, deposition or extraction of materials or equipment; and the installation, repair or removal of public or private sewage disposal systems or water supply facilities.
19. **DRYLAND ACCESS** – A vehicular access route which is above the regional flood elevation and which connects land located in the floodplain to land outside the floodplain, such as a road with its surface above regional flood elevation and wide enough for wheeled rescue and relief vehicles.
20. **ENCROACHMENT** – Any fill, structure, equipment, use or development in the floodway.
21. **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)** – The federal agency that administers the National Flood Insurance Program.
22. **FLOOD INSURANCE RATE MAP (FIRM)** – A map of a community on which the Federal Insurance Administration has delineated both the floodplain and the risk premium zones applicable to the community. This map can only be amended by the Federal Emergency Management Agency.
23. **FLOOD** or **FLOODING** – A general and temporary condition of partial or complete inundation of normally dry land areas caused by one of the following conditions:
  - The overflow or rise of inland waters;
  - The rapid accumulation or runoff of surface waters from any source;
  - The inundation caused by waves or currents of water exceeding anticipated cyclical levels along the shore of Lake Michigan or Lake Superior; or

- The sudden increase caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a seiche, or by some similarly unusual event.
24. **FLOOD FREQUENCY** – The probability of a flood occurrence which is determined from statistical analyses. The frequency of a particular flood event is usually expressed as occurring, on the average once in a specified number of years or as a percent (%) chance of occurring in any given year.
  25. **FLOODFRINGE** – That portion of the floodplain outside of the floodway which is covered by flood waters during the regional flood and associated with standing water rather than flowing water.
  26. **FLOOD HAZARD BOUNDARY MAP** – A map designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A-Zones and do not contain floodway lines or regional flood elevations. This map forms the basis for both the regulatory and insurance aspects of the National Flood Insurance Program (NFIP) until superseded by a Flood Insurance Study and a Flood Insurance Rate Map.
  27. **FLOOD INSURANCE STUDY** – A technical engineering examination, evaluation, and determination of the local flood hazard areas. It provides maps designating those areas affected by the regional flood and provides both flood insurance rate zones and base flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A-Zones. Flood Insurance Rate Maps, that accompany the Flood Insurance Study, form the basis for both the regulatory and the insurance aspects of the National Flood Insurance Program.
  28. **FLOODPLAIN** – Land which has been or may be covered by flood water during the regional flood. It includes the floodway and the floodfringe, and may include other designated floodplain areas for regulatory purposes.
  29. **FLOODPLAIN ISLAND** – A natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.
  30. **FLOODPLAIN MANAGEMENT** – Policy and procedures to insure wise use of floodplains, including mapping and engineering, mitigation, education, and administration and enforcement of floodplain regulations.
  31. **FLOOD PROFILE** – A graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.
  32. **FLOODPROOFING** – Any combination of structural provisions, changes or adjustments to properties and structures, water and sanitary facilities and contents of buildings subject to flooding, for the purpose of reducing or eliminating flood damage.
  33. **FLOOD PROTECTION ELEVATION** – An elevation of two feet of freeboard

above the water surface profile elevation designated for the regional flood. (Also see: FREEBOARD.)

34. FLOOD STORAGE – Those floodplain areas where storage of floodwaters has been taken into account during analysis in reducing the regional flood discharge.
35. FLOODWAY – The channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional flood discharge.
36. FREEBOARD – A safety factor expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for any factors that cause flood heights greater than those calculated, including ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of watershed urbanization, loss of flood storage areas due to development and aggregation of the river or stream bed.
37. HABITABLE STRUCTURE – Any structure or portion thereof used or designed for human habitation.
38. HEARING NOTICE – Publication or posting meeting the requirements of Ch. 985, Stats. For appeals, a Class 1 notice, published once at least one week (7 days) before the hearing, is required. For all zoning ordinances and amendments, a Class 2 notice, published twice, once each week consecutively, the last at least a week (7 days) before the hearing. Local ordinances or bylaws may require additional notice, exceeding these minimums.
39. HIGH FLOOD DAMAGE POTENTIAL – Damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.
40. HIGHEST ADJACENT GRADE – The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.
41. HISTORIC STRUCTURE – Any structure that is either:
  - Listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
  - Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
  - Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
  - Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program, as determined by the Secretary of the Interior; or by the Secretary of the Interior in states without approved programs.
42. INCREASE IN REGIONAL FLOOD HEIGHT – A calculated upward rise in the

regional flood elevation greater than 0.00 foot, based on a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain but not attributable to manipulation of mathematical variables such as roughness factors, expansion and contraction coefficients and discharge.

43. LAND USE – Any nonstructural use made of unimproved or improved real estate. (Also see DEVELOPMENT.)
44. LOWEST ADJACENT GRADE – Elevation of the lowest ground surface that touches any of the exterior walls of a building.
45. LOWEST FLOOR – The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of 44 CFR 60.3.
46. MAINTENANCE – The act or process of restoring to original soundness, including redecorating, refinishing, non structural repairs, or the replacement of existing fixtures, systems or equipment with equivalent fixtures, systems or structures.
47. MANUFACTURED HOME – A structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used with or without a permanent foundation when connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle."
48. MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION – A parcel (or contiguous parcels) of land, divided into two or more manufactured home lots for rent or sale.
49. MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION, EXISTING – A parcel of land, divided into two or more manufactured home lots for rent or sale, on which the construction of facilities for servicing the lots is completed before the effective date of this ordinance. At a minimum, this would include the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads.
50. MOBILE/MANUFACTURED HOME PARK, EXPANSION TO EXISTING – The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed. This includes installation of utilities, construction of streets and either final site grading, or the pouring of concrete pads.

51. **MOBILE RECREATIONAL VEHICLE** – A vehicle which is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled, carried or permanently towable by a licensed, light-duty vehicle, is licensed for highway use if registration is required and is designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use. Manufactured homes that are towed or carried onto a parcel of land, but do not remain capable of being towed or carried, including park model homes, do not fall within the definition of "mobile recreational vehicles."
52. **MODEL, CORRECTED EFFECTIVE** – A hydraulic engineering model that corrects any errors that occur in the Duplicate Effective Model, adds any additional cross sections to the Duplicate Effective Model, or incorporates more detailed topographic information than that used in the current effective model.
53. **MODEL, DUPLICATE EFFECTIVE** – A copy of the hydraulic analysis used in the effective FIS and referred to as the effective model.
54. **MODEL, EFFECTIVE** – The hydraulic engineering model that was used to produce the current effective Flood Insurance Study.
55. **MODEL, EXISTING (PRE-PROJECT)** – A modification of the Duplicate Effective Model or Corrected Effective Model to reflect any man made modifications that have occurred within the floodplain since the date of the effective model but prior to the construction of the project for which the revision is being requested. If no modification has occurred since the date of the effective model, then this model would be identical to the Corrected Effective Model or Duplicate Effective Model.
56. **MODEL, REVISED (POST-PROJECT)** – A modification of the Existing or Pre-Project Conditions Model, Duplicate Effective Model or Corrected Effective Model to reflect revised or post-project conditions.
57. **MUNICIPALITY or MUNICIPAL** – The county, city or village governmental units enacting, administering and enforcing this zoning ordinance.
58. **NAVD or NORTH AMERICAN VERTICAL DATUM** – Elevations referenced to mean sea level datum, 1988 adjustment.
59. **NGVD or NATIONAL GEODETIC VERTICAL DATUM** – Elevations referenced to mean sea level datum, 1929 adjustment.
60. **NEW CONSTRUCTION** – For floodplain management purposes, "new construction" means structures for which the start of construction commenced on or after the effective date of floodplain zoning regulations adopted by this community and includes any subsequent improvements to such structures. For the purpose of determining flood insurance rates, it includes any structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures.

61. **NONCONFORMING STRUCTURE** – An existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this ordinance for the area of the floodplain which it occupies. (For example, an existing residential structure in the floodfringe district is a conforming use. However, if the lowest floor is lower than the flood protection elevation, the structure is nonconforming.)
62. **NONCONFORMING USE** – An existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this ordinance for the area of the floodplain which it occupies. (Such as a residence in the floodway.)
63. **OBSTRUCTION TO FLOW** – Any development which blocks the conveyance of floodwaters such that this development alone or together with any future development will cause an increase in regional flood height.
64. **OFFICIAL FLOODPLAIN ZONING MAP** – That map, adopted and made part of this ordinance, as described in s. 27-1-5(2), which has been approved by the Department and FEMA.
65. **OPEN SPACE USE** – Those uses having a relatively low flood damage potential and not involving structures.
66. **ORDINARY HIGHWATER MARK** – The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.
67. **PERSON** – An individual, or group of individuals, corporation, partnership, association, municipality or state agency.
68. **PRIVATE SEWAGE SYSTEM** – A sewage treatment and disposal system serving one structure with a septic tank and soil absorption field located on the same parcel as the structure. It also means an alternative sewage system approved by the Department of Safety and Professional Services, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure or a system located on a different parcel than the structure.
69. **PUBLIC UTILITIES** – Those utilities using underground or overhead transmission lines such as electric, telephone and telegraph, and distribution and collection systems such as water, sanitary sewer and storm sewer.
70. **REASONABLY SAFE FROM FLOODING** – Means base flood waters will not inundate the land or damage structures to be removed from the floodplain and that any subsurface waters related to the base flood will not damage existing or proposed buildings.
71. **REGIONAL FLOOD** – A flood determined to be representative of large floods known to have occurred in Wisconsin. A regional flood is a flood with a one percent chance of being equaled or exceeded in any given year, and if depicted on

the FIRM, the RFE is equivalent to the BFE.

72. **START OF CONSTRUCTION** – The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building.
73. **STRUCTURE** – Any manmade object with form, shape and utility, either permanently or temporarily attached to, placed upon or set into the ground, stream bed or lake bed, including, but not limited to, roofed and walled buildings, gas or liquid storage tanks, bridges, dams and culverts.
74. **SUBDIVISION** – Has the meaning given in s. 236.02(12), Wis. Stats.
75. **SUBSTANTIAL DAMAGE** – Damage of any origin sustained by a structure, whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the equalized assessed value of the structure before the damage occurred.
76. **SUBSTANTIAL IMPROVEMENT** – Any repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the equalized assessed value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the work performed. The term does not, however, include either any project for the improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions; or any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.
77. **UNNECESSARY HARDSHIP** – Where special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height or density unnecessarily burdensome or unreasonable in light of the purposes of the ordinance.
78. **VARIANCE** – An authorization by the board of adjustment or appeals for the construction or maintenance of a building or structure in a manner which is

inconsistent with dimensional standards (not uses) contained in the floodplain zoning ordinance.

79. VIOLATION – The failure of a structure or other development to be fully compliant with the floodplain zoning ordinance. A structure or other development without required permits, lowest floor elevation documentation, floodproofing certificates or required floodway encroachment calculations is presumed to be in violation until such time as that documentation is provided.
80. WATERSHED – The entire region contributing runoff or surface water to a watercourse or body of water.
81. WATER SURFACE PROFILE – A graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.
82. WELL – means an excavation opening in the ground made by digging, boring, drilling, driving or other methods, to obtain groundwater regardless of its intended use.

# Village of Shorewood Hills

**VILLAGE BOARD MEETING**  
**NOVEMBER 19, 2018**

## Baird Public Finance

Brad Viegut  
Managing Director  
414.298.7540  
[bviegut@rwbaird.com](mailto:bviegut@rwbaird.com)



# Village of Shorewood Hills

## SUMMARY OF FINANCING

Issue:	General Obligation Promissory Notes
Estimated Size:	\$2,250,000
Purpose:	Fund TID 3 projects, as follows: <ul style="list-style-type: none"><li>• University Station Land Acquisition: \$266,550</li><li>• Psychiatric Services Land Acquisition: \$277,500</li><li>• University Avenue Eng/Design: \$348,500</li><li>• Marshall Court Reconstruction: \$692,000</li><li>• Bikepath construction: \$212,000</li></ul> Fund TID 4 projects, as follows: <ul style="list-style-type: none"><li>• Repayment of General Fund Advance: \$165,200</li><li>• Planning Services: \$30,000</li><li>• Traffic Signal University Avenue: \$200,000</li></ul>
Structure:	Annually May 1, 2020-2028
First Interest:	Semi-annually May 1 and November 1, commencing November 1, 2019
Callable:	Beginning May 1, 2026 or any date thereafter
Estimated Interest Rate:	2.96%



# Village of Shorewood Hills

## TIMELINE

- Village Board considers Set Sale Resolution.....November 19, 2018
  - Preparations are made for issuance
    - ✓ Official Statement
    - ✓ Bond Rating
    - ✓ Marketing
  
- Village Board considers Award Resolution (finalizes terms and interest rates).....December 17, 2018
  
- Closing (funds available).....January 7, 2019

RESOLUTION NO. R-2018-15  
OF THE VILLAGE OF SHOREWOOD HILLS,  
DANE COUNTY, WISCONSIN

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY  
\$2,250,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS the Village of Shorewood Hills, Dane County, Wisconsin (the "Village") is in need of approximately \$2,250,000 for public purposes, including financing the construction of street improvement projects and a bike path and project costs of the Village's Tax Increment Districts No. 3 and No. 4 (the "Project"); and

WHEREAS it is desirable to borrow the funds needed for such purposes through the issuance of general obligation promissory notes pursuant to Section 67.12(12), Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The Notes. The Village shall issue General Obligation Promissory Notes (the "Notes") in the amount of approximately \$2,250,000 for public purposes, including financing the construction of street improvement projects and a bike path and project costs of the Village's Tax Increment Districts No. 3 and No. 4.

Section 2. Sale of Notes. The Village Board hereby authorizes and directs that the Notes be offered for public sale. At a subsequent meeting, the Village Board shall consider such bids for the Notes as may have been received and take action thereon.

Section 3. Notice of Note Sale. The Village Clerk be and hereby is directed to cause notice of the sale of the Notes to be disseminated in such manner and at such times as the Village Clerk may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the Village Clerk may determine.

Section 4. Official Statement. The Village Clerk shall cause an Official Statement concerning this issue to be prepared by Robert W. Baird & Co. Incorporated. The appropriate Village officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

Passed and approved this 19th day of November, 2018.

\_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Village Clerk

**Resolution R – 2018 – 17**  
**Of the Village of Shorewood Hills,**  
**Dane County, Wisconsin**

RESOLVED by the Village of Shorewood Hills Board of Trustees that in accordance with Section 1.10 of the Village Code, the official fee and forfeiture schedule is hereby amended through the adoption Exhibit A attached:

Adopted and dated this 19th day of November, 2018

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David J. Benforado, Village President

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Karla Endres, Village Clerk

# **VILLAGE OF SHOREWOOD HILLS FEE SCHEDULE**

## **ZONING FEES**

### **DOGS, CATS & CHICKENS LICENSES**

### **FIRE PREVENTION FEES ORDINANCE / CODE VIOLATION FEES AMBULANCE CONVEYANCE FEES**

### **POLICE DEPARTMENT FEES**

### **HVAC FEES PLUMBING FEES BUILDING FEES ELECTRICAL FEES**

### **COMMUNITY CENTER RENTAL FEES**

### **MISCELLANEOUS ADMINISTRATIVE FEES**

### Zoning Fees – Village of Shorewood Hills

Service Provided	Current Fee	Proposed Change
<b>Conditional Use Permit</b>	\$350 + consulting cost	
<b>Planned Unit Development (PUD)</b> Application Fee for commencement of a PUD	\$350 + consulting cost	
<b>Variance, Zoning</b> (See Zoning Appeal)	\$250.00	
<b>Zoning:</b> <ul style="list-style-type: none"> <li>• Rezoning Application</li> <li>• Special Exception Permit</li> <li>• Conditional Use Permit</li> <li>• Certified Survey Submission</li> <li>• <del>Stormwater Review</del> (included in building permit fees)</li> </ul>	All: \$350 + consulting cost	DELETE
<b>Fence Permit</b>	\$50.00	

Revised 3/28/16 1/1/19

### Dogs, Cats & Chickens License Fees – Village of Shorewood Hills

Service Provided	Current Fee	Proposed Change
<b>Dogs</b> (Annual Fee): <ul style="list-style-type: none"> <li>• Neutered or Spayed</li> <li>• Un-neutered or Un-spayed</li> <li>• Late Fee after April 1</li> <li>• <del>Late Fee after June 1</del></li> </ul>	\$15.00 \$20.00 \$5.00 \$10.00	\$20.00 \$25.00 \$10.00 DELETE
<b>Cats</b> (Annual Fee): <ul style="list-style-type: none"> <li>• Neutered or Spayed</li> <li>• Un-neutered or Un-spayed</li> <li>• Late Fee after April 1</li> <li>• <del>Late Fee after June 1</del></li> </ul>	\$8.00 \$13.00 \$5.00 \$10.00	\$10.00 \$15.00 \$10.00 DELETE
<b>Chickens</b> (Three-Year Permit) <i>Also required, Wisconsin Dept. of Agriculture, Trade and Consumer Protection Registration</i>	\$20.00	

Revised 3/16/15 1/1/19

### Fire Prevention and Ordinance/Code Violation Fees – Village of Shorewood Hills

Service Provided	Current Fee	Proposed Change
Village Board adopts the fee schedules that conform to Madison General Ordinances Chapters 34 and 40.		

Revised 02/17/14

**Police Department Fees – Village of Shorewood Hills**

<b>Service Provided</b>	<b>Current Fee</b>	<b>Proposed Change</b>
<b>Audio / Visuals:</b> <ul style="list-style-type: none"> <li>DVD Copy, Audio Copy</li> <li>Paper Copy</li> </ul>	\$10.00 \$1.00 per page (2-sided)	
<b>Bicycle License:</b> <del>Reprinted every 3 years with updated expiration date</del> <b>Non-expiring license</b>	<del>\$5.00 — three years</del> <del>\$4.00 — two years</del> <del>\$3.00 — one year</del>	<b>FREE</b>
<b>Parking Violations (§ 7.08):</b>		
Parking Where Prohibited by Official Sign	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Parking Past Posted Time Limits (1- and 2-hour)	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Parked on Posted Private Property	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Handicap Parking Zone	\$100.00 – within 7 days \$115.00 – after 7 days	
Registration Violation	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Parked Against Traffic	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Abandoned Vehicle 48 Hours	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Street Storage 24 Hours	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Parked Too Close to Fire Hydrant	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Parked in Fire Lane	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Parked Too Close to Crosswalk	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Parked Too Close to Driveway	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
Parked on Terrace	<del>\$40.00 — within 7 days</del> <del>\$60.00 — after 7 days</del>	<b>\$50.00 – within 7 days</b> <b>\$70.00 – after 7 days</b>
<b>Security Alarm Systems:</b>		
False Alarms <ul style="list-style-type: none"> <li>Police Response (3 in 12 month period)</li> <li>Subsequent False Alarms Per Location (in same 12 month period)</li> </ul>	No Charge \$150.00 – fourth offense \$250.00 – fifth offense \$500.00 – sixth offense	

Revised 3/17/14 1/1/19

## HVAC, Plumbing, Building and Electrical Fees – Village of Shorewood Hills

Service Provided	Current Fee	Proposed Change
<b>HVAC Permits:</b>		
New 1- & 2-Family	\$0.07/sq ft (\$60 minimum)	
Alterations & Additions	\$0.07/sq ft (\$60 minimum)	
Wood Burning Stoves	\$60.00	
Fire Places	\$60.00	
Furnace / Boiler Replacement	\$60.00	
Minimum Fee	<del>\$80.00</del>	<b>\$85.00</b>
Administrative Fee	<del>\$30.00</del>	<b>\$35.00</b>
<b>Plumbing Permits:</b>		
Fixtures	\$15.00 each	
New Private Mains	\$15.00/100 ft	
Building Sewer	\$15.00/100 ft	
Water Main	\$15.00/100 ft	
Minimum Fee	<del>\$80.00</del>	<b>\$85.00</b>
Administrative Fee	<del>\$30.00</del>	<b>\$35.00</b>
<b>Building Permits-Residential:</b>		
Plan Review; New Building Additions; Alterations:		
<ul style="list-style-type: none"> <li>• 0-500 sq ft</li> <li>• 501-1,000 sq ft</li> <li>• Over 1,000 sq ft</li> </ul>	\$50.00 \$100.00 \$0.10/sq ft	
<b>Building Inspection Fees-Residential:</b>		
New & Additions	\$0.10/sq ft	<b>(\$50 minimum)</b>
Alterations	\$0.10/sq ft	
Start Work (plans must be submitted)	\$75.00	
Razing / Demolition	<del>\$75.00</del>	<b>\$150.00</b>
<b>Red Tag/Extra Inspection</b>		
<ul style="list-style-type: none"> <li>• 1st one</li> <li>• Additional ones</li> </ul>		<b>\$50.00</b> <b>\$75.00</b>

Floor Area/Height Limitation Compliance Review		\$150.00
Stormwater Compliance Review		\$150.00
Administrative Fee		\$35.00
<b>Building Permits-Commercial:</b>		
Plan Review; New Building Additions; Alterations:		
<ul style="list-style-type: none"> <li>• 0-6,000 sq ft</li> <li>• 6,000-100,000 sq ft</li> <li>• Over 100,000 sq ft.....1<sup>st</sup> 100,000 sq ft .....additional sq ft</li> <li>• Structural</li> <li>• Revisions (unless requested by plan reviewer)</li> </ul>	\$0.05/sq ft (\$100 min)  \$50/component \$100	\$0.17/sq ft \$0.17/sq ft \$0.13/sq ft
<b>Building Inspection Fees-Commercial:</b>		
New & Additions	\$0.16/sq ft	(Minimum \$100)
Alterations	\$0.16/sq ft	
Start Work	\$100.00	
Certificate of Occupancy (each additional)	\$75.00	
Change of Use Only	\$75.00	
Razing/Demolition		
<ul style="list-style-type: none"> <li>• 1<sup>st</sup> 20,000 cu. ft.</li> <li>• Each additional 20,000 cu. ft.</li> </ul>		\$150.00 \$100.00
Red Tag/Extra Inspection		\$50.00
Stormwater Compliance Review		\$150.00
Minimum Fee	\$80.00	DELETE
Administrative Fee	\$30.00	\$35.00
<b>Electrical Fees:</b>		
1-5 Openings	\$20.00	
6-10 Openings	\$30.00	
11-15 Openings	\$40.00	
16-20 Openings	\$45.00	
21-25 Openings	\$50.00	
26-30 Openings	\$55.00	
31-35 Openings	\$60.00	
36-40 Openings	\$65.00	
41-45 Openings	\$70.00	
46-50 Openings	\$75.00	
51-60 Openings	\$80.00	
61-70 Openings	\$85.00	
71-80 Openings	\$90.00	

81-90 Openings	\$95.00	
91-100 Openings	\$105.00	
100+ Openings	\$105.00 + 1.00/opening	
Temporary Service	\$35.00	
Panel / Service Entrance	\$35.00	
New Buildings and Additions: Residential	\$35.00 + 0.04/sq ft	
New Buildings and Additions: Office	\$35.00 + 0.05/sq ft	
New Buildings and Additions: Commercial	\$35.00 + 0.06/sq ft	
New Buildings and Additions: Other	\$35.00 + 0.04/sq ft	
Administrative Fee	\$30.00	\$35.00
Minimum Fee	\$80.00	\$85.00

Revised 3/28/16 1/1/19

### Community Center Rental Fees – Village of Shorewood Hills

Service Provided	Current Fee	Proposed Change
<b>DEPOSIT:</b> (Deposits apply to all who rent the community center) <ul style="list-style-type: none"> <li>No Alcohol Served</li> <li>Alcohol Served</li> </ul>	\$250.00 \$500.00	
<b>RENT:</b> (Residents must make ALL reservations, all reservations are non-refundable)		
<b>Village sponsored events</b> (e.g., committee mtgs, League events, Rec programs, etc.) <b>are free</b>		No Charge
<b>Private Groups/Party &amp; Commercial/Professional Rates:</b> (Up to 4 hours. After 4 hours fee increases \$25 for each additional hour of use) (Base rate is for use up to 4 hours. After 4 hours fee increases as a pro-rated amount (25% of the base rate) for each additional hour of use)  # of People/Guests 1-100 101-246 <ul style="list-style-type: none"> <li>Monday-Thursday</li> <li>Friday (before 5:00 pm)</li> <li>Friday (after 5:00 pm)-Sunday and Village Holidays</li> </ul>	\$100.00 \$200.00	\$50.00 Base + \$12.50 \$50.00 Base + \$12.50 \$100.00 Base + \$25.00
<b>Series Groups Rate—Regularly scheduled events:</b> (i.e.— boy and girl scouts, playgroups, dance lessons, international week) *Must book 3 months/events at a time	\$10.00 per hour	DELETE
<b>Non-Private Group Rates</b> <ul style="list-style-type: none"> <li>Non-profit organizations and Village user groups</li> <li>For Profit Series Groups</li> </ul>		\$10.00/session (up to 3 hrs) \$25.00/day (up to 10 hrs) \$20.00/session (up to 3 hrs) \$50.00/day (up to 10 hrs)

<p><del>For Profit Series Groups Rate Regularly scheduled events:</del> (i.e. <del>private yoga classes, art classes</del>)  *Must book 3 months at a time</p>	<p><del>\$25.00 per hour</del></p>	<p><b>DELETE</b></p>
<p><b>ADDITIONAL CHARGES:</b></p> <ul style="list-style-type: none"> <li>• <b>Damage or</b> Failure to clean the facility to a condition equal to or better than the facilities' condition upon arrival will result in loss of security deposit plus additional cleaning charges required to restore the building to its pre-use condition. The extra costs will be charged to and paid by the village sponsor. These extra costs <del>may</del> also include administrative fees. Complete the checklist <del>on the backside of the rental agreement</del> to avoid these additional charges.</li> <li>• The Village reserves the right to require forfeiture of part or all of the deposit to cover damage to the building, fixtures, or building contents during use—this includes replacement of missing contents. In addition, if such costs exceed the amount of the deposit, the user may be required to pay these extra costs as determined by the Village Administrator.</li> </ul>		

Revised ~~3/16/15~~ 1/1/19

**Miscellaneous Administrative Fees – Village of Shorewood Hills**

<b>Service Provided</b>	<b>Current Fee</b>	<b>Proposed Change</b>
<b>Transient Merchant Permit:</b> <ul style="list-style-type: none"> <li>• Individual</li> <li>• Group (i.e. Food Carts)</li> </ul>	\$150.00 \$500.00	
<b>Solicitors Permit</b>	\$15.00	
<b>Liquor Licenses:</b> <ul style="list-style-type: none"> <li>• Operator’s (Bartender’s) License</li> <li>• Alcohol Sales:               <ul style="list-style-type: none"> <li>○ Class A or B Beer</li> <li>○ Class A &amp; B Liquor</li> <li>○ Class C Wine</li> <li>○ Publishing Fee</li> </ul> </li> <li>• Temporary Class B</li> </ul>	\$30.00 \$100.00 \$500.00 \$100.00 \$35.00 \$10.00	\$40.00
<b>Tobacco Sales</b>	\$100.00	
<b>Commercial Sign</b> <i>(pursuant to Zoning Code 10-1-80)</i>	\$2.50/sq ft	(\$50 minimum)
<b>Block Party</b>	\$10.00	
<b>Street Use Permit:</b> <ul style="list-style-type: none"> <li>• Under 100 guests/participants</li> <li>• Over 100 guests/participants</li> <li>• For-profit events</li> </ul>	\$20.00 \$50.00 \$200.00	
<b>Street Opening</b>	\$150 + bond	
<b>Street Boring</b>		\$150 + bond
<b>Key Replacement</b> <i>(Marina, Community Center, etc.)</i> <ul style="list-style-type: none"> <li>• Issue Key</li> <li>• Replace Key</li> </ul>	\$15.00 \$25.00	
<del><b>DPW Service Calls</b></del> <del><i>(Garbage disposal install &amp; repair)</i></del>	<del>\$35.00 + parts</del>	<del>DELETE</del>

Revised 3/28/16 1/1/19

**WisDOT Bureau of Transit, Local Roads, Railroads and Harbors**

Local Transport Programs and Finance  
4822 Madison Yards Way  
6th Floor South  
P.O. Box 7913  
Madison, WI 53705

**Governor Scott Walker  
Secretary Dave Ross**

[wisconsindot.gov](http://wisconsindot.gov)  
Phone: (608) 267-4459  
[Todd.Wescott@dot.wi.gov](mailto:Todd.Wescott@dot.wi.gov)



August 16, 2018

Karl Frantz  
Village Administrator  
Village of Shorewood Hills  
810 Shorewood Boulevard  
Madison, WI 53705  
[kpfrantz@shorewood-hills.org](mailto:kpfrantz@shorewood-hills.org)

RE: Local Bridge Program – Project Award

Dear Sponsor,

Enclosed in this document is the State Municipal Agreement (SMA) covering the 2017-2022 Wisconsin Department of Transportation Local Bridge Program for which your Municipality has been awarded state funding.

The enclosed agreement includes the approved scope and cost share limits for the project. Costs that exceed the approved funds on the project are either non-participating or require a Change Management request to the department. Approval of requests for additional funding is subject to the Department's replace-in-kind funding policy as defined on page one of the SMA.

Local Program cost savings due to the elimination of management consultant contracts to deliver the local program, the implementation of a replace-in-kind funding policy, and the streamlining of WisDOT oversight tasks has allowed for the funding of an additional number of bridge projects in the 2017-2022 Local Bridge Program. In June 2018, the Governor and Joint Committee on Finance recognized the importance of these facilities to economic development and transportation statewide by providing an additional \$38.6 million to replace or rehabilitate local bridges. Due to these reforms and the additional funding, WisDOT was able to fund all 183 bridge project applications (70 more than could have been funded without the reforms).

The Local Bridge Program provides funding for up to 80% of approved eligible project costs for a safe and effective bridge improvement at that location. If engineering analysis identifies the need for project cost increases, additional funding may be requested through the Change Management process.

If there are any questions concerning the approved state funds, the approved project scope, or the change management process please contact:

Todd Wescott WisDOT Local Bridge Statewide Program Manager, 608-267-4459, [todd.wescott@dot.wi.gov](mailto:todd.wescott@dot.wi.gov)

In accordance with your municipality's legal and procedural requirements, please review and sign three paper copies of this SMA and mail all three copies to the Wisconsin Department of Transportation by November 1, 2018. The department will return a copy signed by the department for your records. Please note that the project is not authorized for charges until the signed Agreement has been fully executed by the State and we have authorized the project. We will inform you when the project is authorized for charges. Costs incurred prior to authorization are not reimbursable.

cc: SW region Local Program Manager:

Michael Erickson  
(608) 246-5361  
[michael.erickson@dot.wi.gov](mailto:michael.erickson@dot.wi.gov)



**STATE/MUNICIPAL AGREEMENT  
FOR A STATE- LET LOCAL  
BRIDGE PROJECT**

**Program Name: Local Bridge**

**Sub-program #: 205**

**Cycle: 2017-2022**

**Date: August 1, 2018**

**I.D.: 5992-10-03\_5992-10-04**

**Road Name: Lake Mendota Drive**

**Bridge ID: P130715**

**Location: Shorewood boathouse multi-use trail**

**Limits: Shorewood multi-use trail Bridge P130715**

**County: Dane**

**Project Length: 195 FT**

**Facility Owner: Village of Shorewood Hills**

**Project Sponsor: Village of Shorewood Hills**

**Construction scheduled for State Fiscal Year: 2022**

The signatory, Village of Shorewood Hills, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Funding is limited to the minimum eligible project scope necessary for a safe and effective facility per WisDOT replace-in-kind policy. The funding for the project for both structure and approach is limited to:

- replacement of the existing facility,
- or, meeting minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code,
- or, an approved justification based on engineering principles that exceed either replace-in-kind or the FDM.

The Municipality may elect to construct alternative designs, but approved Local Bridge Improvement Assistance Program (s84.18(2)(e)) funding will be limited to a maximum of 80 percent of the cost of the minimum eligible scope of the project.

**Application project justification statement:**

**The bridge is primarily timber structure, and is an iconic symbol of the Village's rustic character. As part of its recent biennial inspection, superstructure replacement was recommended.**

	Existing Facility – Current structure and condition	Proposed Improvement – Approved scope	Notes:
Type of facility	Historic Bridge		
Bridge ID	P130715		
Structure passes over	Shorewood boathouse access multi-use trail and drainage ditch		
Clear bridge width	18.7 FT	28.0 FT	
Bridge length	85.0 FT	95.0 FT	
Total length of approach work		100 FT	
Number of spans	5	5	
Special safety issues	n/a		
Sidewalk	Yes,	4 FT wide, 85 FT long	
Sidewalk along approach			
Bicycle / pedestrian improvements required		None	
Improvement type as indicated on project application		Replacement project - Existing Alignment	
Acquisition of right-of-way		No	
Approach width and type	26 FT	26 FT wide, Asphalt	
Approach shoulder width and type		26 FT wide, Asphalt	
Bridge rail		Yes	
Beam guard		Yes	

**Non-participating work, additional notes:**

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements:

A municipality may elect to design a bridge or elements that exceed the current replace-in-kind policy, or that exceed minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code, or are not justified as necessary based on current engineering principles. All costs for these features will be paid for 100% by the Municipality.

***The bridge is primarily timber structure, and is an iconic symbol of the Village's rustic character. As part of its recent biennial inspection, superstructure replacement was recommended.***

***The Village understands that they will likely have to 100% fund any incremental cost increases beyond a "normal" bridge construction to either continue the use of timber structure or add aesthetic treatments to concrete to mimic a wood appearance.***

The Municipality agrees to the following 2018-2022 Local Bridge Program project funding conditions:

**Project Design costs** are funded with up to **80%** state funding up to a funding limit of \$125,372.00. The Municipality agrees to provide the remaining **20%** and any funds in excess of the \$125,372.00 state funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

**Project Construction costs** are funded with up to **80%** state funding up to a funding limit of \$836,884.00. The Municipality agrees to provide the remaining **20%** and any funds in excess of the \$836,884.00 state funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2022**. **In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2018-2022 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2019, or by June 30, 2024.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State per WisDOT Change Management policy. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal/state participation, and actual costs will be used in the final division of cost for billing and reimbursement.

**In no event shall federal or State funding exceed the estimate in the Summary of Costs table, unless such increase is approved in writing by the State through the State's Change Management policy prior to the Municipality incurring the increased costs.**

Additional funds will not be approved for projects where increased costs are due to changes outside of the project scope that were identified in the original application or the most recent State Municipal Agreement (SMA) (whichever is most current). Exceptions to this policy will be allowed when the change is necessary based on safety, conformance with applicable minimum federal and state standards, projected traffic needs, or other factors as determined by WisDOT.

### SUMMARY OF COSTS

PHASE	Total Est. Project Cost	Federal / State Funds	%	Municipal Funds	%
<b>ID 5992-10-03</b>					
Design	\$139,571.25	\$111,657.00	80%	\$27,914.25	20% + BAL
State Review	\$17,143.75	\$13,715.00	80%	\$3,428.75	20% + BAL
<i>Project total</i>	\$156,715.00	\$125,372.00		\$31,343.00	
<b>ID 5992-10-04</b>					
Participating Construction	\$900,000.00	\$720,000.00	80%	\$180,000.00	20% + BAL
Construction Engineering	\$132,000.00	\$105,600.00	80%	\$26,400.00	20% + BAL
Non-Participating Construction	\$200,000.00		0%	\$200,000.00	100%
State Review	\$14,105.00	\$11,284.00	80%	\$2,821.00	20% + BAL
<i>Project total</i>	\$1,246,105.00	\$836,884.00		\$409,221.00	
<b>Total Est. Cost Distribution</b>	<b>\$1,402,820.00</b>	<b>\$962,256.00</b>		<b>\$440,564.00</b>	

\*Design ID 5992-10-03 federal/state funding is limited to \$125,372.00

\*Construction ID 5992-10-04 federal/state funding is limited to \$836,884.00

This request is subject to the terms and conditions that follow (pages 4 – 9) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of: <b>Village of Shorewood Hills</b> (please sign in blue ink.)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the <b>State</b> (please sign in blue ink.)	
Name (print)	Title
Signature	Date

**GENERAL TERMS AND CONDITIONS:**

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal or state funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
  - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
  - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable federal and state laws, executive orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Municipality agrees not to engage in any illegal discrimination in violation of applicable federal or state laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
  - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
  - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
  - e. Competitive bidding requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06.
  - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.

- g. Federal statutes that govern the Highway Bridge Replacement and Rehabilitation Program, including but not limited to 23 U.S.C. 144.
- h. State statutes that govern the Local Bridge Program, including but not limited to Wis. Stat. 84.18.
- i. Bridge approaches funding policy. The Federal Highway Administration (FHWA) and Wis. Stat. 84.18(2)(e) limit bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
- j. State administrative rule that implements Local Bridge Program: Ch. Trans 213.

**STATE RESPONSIBILITIES AND REQUIREMENTS:**

- 4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2018-2022 Local Bridge Program. Federal/state financing will be limited to participation in the costs of the following items, as applicable to the project:
  - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
  - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
  - c. Storm sewer mains necessary for the surface water drainage.
  - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
  - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
  - f. Signing and pavement marking.
  - g. New installations or alteration of street lighting and traffic signals or devices.
  - h. Landscaping.
  - i. Preliminary engineering and design.
  - j. State review services.
- 5. State is authorized by Wis. Stat. 84.18(6) to exercise whole supervision and control over the construction of the project. The work will be administered by the State and may include items not eligible for federal/state participation.
- 6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal/state funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

**MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:**

7. Work necessary to complete the 2017–2022 Local Bridge Program improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
  - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
  - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
  - d. Conditioning, if required and maintenance of detour routes.
  - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
  - f. All work related to underground storage tanks and contaminated soils.
  - g. Street and bridge width in excess of standards.
  - h. Real estate for the improvement
8. This line intentionally left blank.
9. FHWA limits bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the Municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
10. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
11. Work to be performed by the Municipality without federal/state funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
12. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
13. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
14. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal/state financing limits or are ineligible for federal/state financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.

- 15. In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2017-2022 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2019, or by June 30, 2024** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
16. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
17. The Municipality will at its own cost and expense:
- a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
  - b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
  - c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
  - d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
  - e. Provide complete plans, specifications, and estimates to State upon request.
  - f. Provide relocation orders and real estate plats to State upon request.
  - g. Use the *WisDOT Utility Accommodation Policy*, unless it adopts a policy that has equal or more restrictive controls.
  - h. Provide maintenance and energy for lighting.
  - i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.
18. It is further agreed by the Municipality that:
- a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
  - b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
  - c. The Municipality will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.

- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred with by the FHWA.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal highway regulations, posters, billboards, roadside stands, or other private installations prohibited by federal or State highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the State at its own election or at the request of the FHWA, and that now such installations will be permitted to be erected or maintained in the future.
- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted Oversize and Overweight loads. The contractor is responsible for any damage caused to haul roads if they do not obey size and weight laws, use properly equipped and maintained vehicles, and do not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under "Municipal Responsibilities and Requirements."

#### **LEGAL RELATIONSHIPS:**

- 19. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
- 20. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
- 21. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
- 22. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.

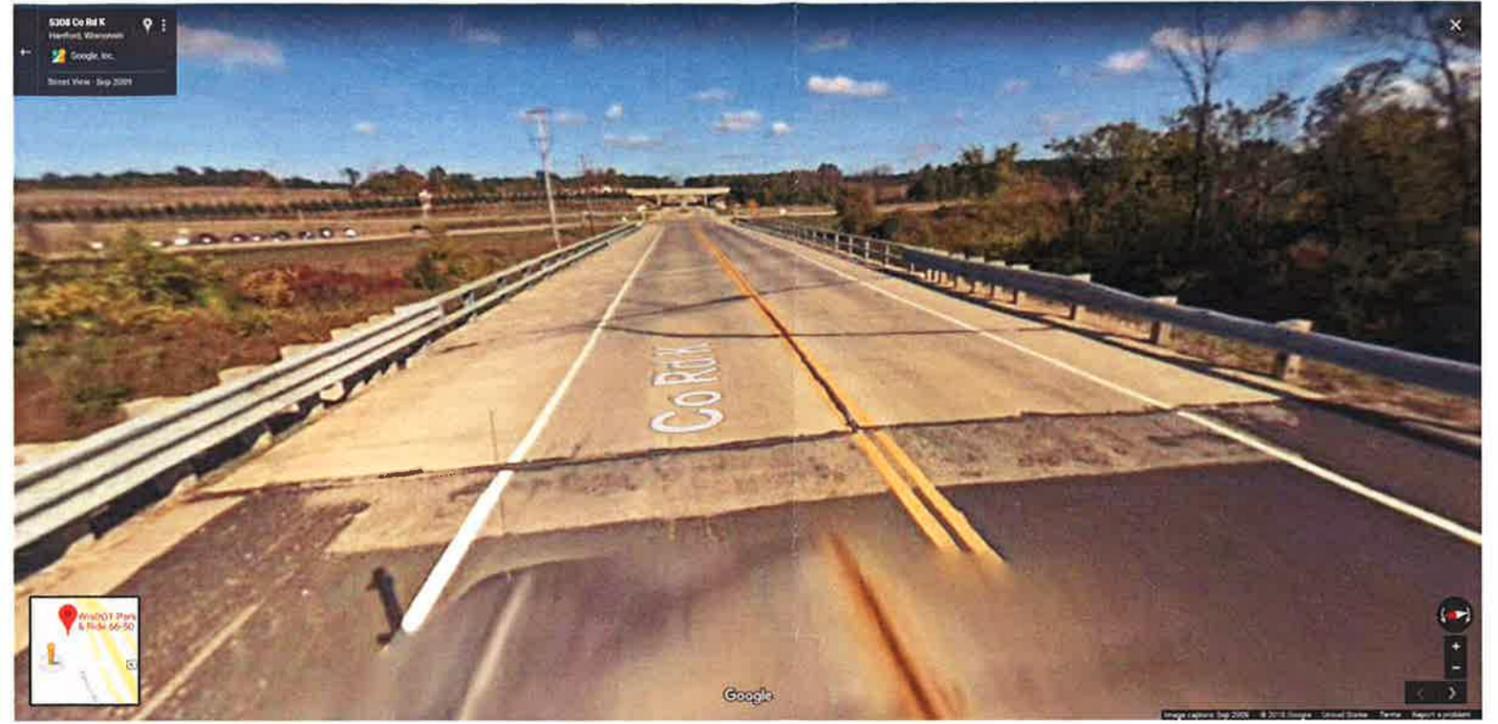
23. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

#### **PROJECT FUNDING CONDITIONS**

24. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
25. Maintenance of records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

26. The Municipality agrees to the following 2017-2022 Local Bridge Program project funding conditions:
- a. ID **5992-10-03** Design is funded with 80% state funding up to a funding limit of \$125,372.00, where applicable when the Municipality agrees to provide the remaining 20% and any funds in excess of the \$125,372.00 state funding limit. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 80% with federal funding and 20% by the Municipality.
  - b. ID **5992-10-04**: Any real estate acquisition is 100% the responsibility of the Municipality.
  - c. ID **5992-10-04**: No compensable utility costs have been identified.
  - d. ID **5992-10-04**: Construction
    - i. Costs for construction, engineering, and state review are funded with 80% state funding up to a funding limit of \$836,884.00, when the Municipality agrees to provide the remaining 20%, and any funds in excess of the \$836,884.00 state funding limit.
    - ii. Non-participating costs for are funded 100% by the Municipality. Costs include construction delivery.





# VANDEWALLE & ASSOCIATES INC.

## VILLAGE OF SHOREWOOD HILLS GARDEN HOMES REDEVELOPMENT FEASIBILITY SCOPE OF SERVICES NOVEMBER 12, 2018

The Garden Homes neighborhood was devastated by flooding in August, and the damage was so significant that nearly 20 homes had to be demolished, including nearly all of the homes along Burbank Place. The Village Comprehensive Plan and zoning code both call exclusively for detached, single family homes in the area, but the removal of the homes and potential for flooding to reoccur in the future create a need to re-evaluate the future development of the area to determine if these plans should remain intact or if other forms of development could be feasible or more appropriate.

A feasibility analysis of this type will require extensive input from the community, and the remaining residents in the and around the Garden Homes neighborhood in particular. Accordingly, the scope of services below includes multiple public outreach events along with highly visual depictions of alternatives to facilitate a greater understanding of potential options. We will maintain close communication with the primary property owner throughout the process, but the end results will be those requirements and desires as expressed by the community. Vandewalle & Associates proposes to complete the entire scope of services for \$27,500, inclusive of all efforts and expenses.

### **Work Element One: Existing Conditions Analysis and Neighborhood Visioning**

#### **Task 1.1 – Data Collection and Base Mapping**

Vandewalle & Associates (V&A) will gather and evaluate available information on the study area and prepare a detailed base map(s).

#### **Task 1.2 – Neighborhood Listening & Visioning Session**

V&A will facilitate an interactive listening and vision session focused on residents in and around the Garden Homes neighborhood to gather their thoughts and ideas on the future development of the area.

#### **Task 1.3 – Neighboring Commercial and Investment Property Owner Interviews**

V&A will meet with neighboring commercial and investment property owners to determine their future plans and thoughts on the future development of the area.

#### **Task 1.4 – Constraints Analysis**

V&A will meet with the Village Engineer and others as appropriate to gather and evaluate information regarding constraints to redevelopment such as the potential for future flooding, utility conditions and locations, soil conditions, access limitations, etc.

## **Work Element Two: Alternatives and Objectives Development**

### **Task 2.1 – Alternatives Development**

V&A will prepare up to three redevelopment alternatives that may vary in terms of land uses, densities/intensities, building locations, open space, flood mitigation, access points, etc. Each of these will be shown in user-friendly graphics including plan view (overhead) as well as perspective drawings and bulleted text summarizing the key aspects of each alternative.

### **Task 2.2 – Neighborhood Meeting on Alternatives**

V&A will facilitate an interactive meeting focused on residents in and around the Garden Homes neighborhood to review and evaluate the three alternatives prepared in Task 2.1.

### **Task 2.3 – Development Objectives Preparation**

Based on the input received in Task 2.2, V&A will prepare a detailed list of Development Objectives that describe the desired land uses, densities/intensities, buffering, open space, flood mitigation, access, etc. for use in guiding and evaluating potential redevelopment proposals. The text will be enhanced with graphics to illustrate key considerations.

### **Task 2.4 – Neighborhood Meeting on Development Objectives**

V&A will facilitate an interactive meeting focused on residents in and around the Garden Homes neighborhood to review, evaluate, and refine the Development Objectives prepared in Task 2.3.

## **Work Element Three: Adoption**

### **Task 3.1 – Objectives Refinement/Final Document**

Based on the input from Task 2.4, V&A will refine the Development Objectives and prepare the complete feasibility document for consideration by the Plan Commission and Village Board.

### **Task 3.2 – Community Open House and Plan Commission Hearing**

Immediately prior to the Plan Commission hearing on the document, V&A will host a community open house to graphically display the primary outcomes of the study for the benefit of the entire community. At the hearing, V&A will make a brief presentation of the key study findings and be available to answer questions. Any revisions requested by the Plan Commission will be captured in a technical memo for consideration by the Village Board in Task 3.3.

### **Task 3.3 – Village Board Adoption**

The document and recommendations of the Plan Commission will be presented to the Village Board for final action. Based on the Board's decision, V&A will finalize the feasibility document.

### **Task 3.4 – Comprehensive Plan Amendment**

Based on the final action of the Village Board, V&A will prepare an amendment to the Village Comprehensive Plan that will consist of one to two pages of text and, potentially, the Future Land Use Map that describe the preferred type(s) and form(s) of redevelopment for the area.

To Karl Frantz, Village of Shorewood Hills Administrator  
From Laura Callan  
Date November 13, 2018  
Re Lot 7 Beloit Court Replat

### **INTRODUCTION**

Certain property located at 2704 Harvard Drive (the “Property”) consists of two separate lots, an improved lot and an unimproved lot. Both lots are classified as “residential” for tax assessment purposes. Both lots are in the Village’s R-2 zoning district (Single Family Residence District). The unimproved lot (“Lot 7”) is subject to a restrictive covenant set forth in a 1952 Agreement as to Restrictions (the “Agreement”). The Agreement, which was entered into by four couples and two financial institutions, provides in relevant part:

That Lot Seven (7), Beloit Court Replat, is not to be utilized as a residential building site unless expressly authorized by the governing body of the municipality in which it is located.

Agreement ¶ 3. The Agreement also purports to regulate land divisions of other lots in the Beloit Court Replat. The Agreement characterizes the restrictive covenants as “running with the land.” The Agreement gives the Village of Shorewood Hills the right to enforce the restrictions subject to a six-month statute of limitations running from the date of a violation. Id. ¶ 7. The Agreement does not expressly provide a right of Replat lot owners to enforce the Agreement.

The Property is listed for sale. The listing markets Lot 7 as “buildable.” One neighbor has expressed concern over potential adverse drainage impacts that a developed Lot 7 would have on other properties in the neighborhood. At the same time, the listing broker has asked the Village to explain the required next steps to clear the way for development of Lot 7.

The purpose of this memorandum is to guide Village action, if any, on Lot 7. In our opinion, the restriction is subject to at least three reasonable interpretation and as such is ambiguous. Because the paragraph 3 restriction is ambiguous, it is unenforceable and of no force or effect. On this advice, the Board may take the position that Village authority over Lot 7 is limited to those ordinances in effect at the time the property owner applies for a building permit. Our analysis follows.

## ANALYSIS

Wisconsin public policy favors the free and unrestricted use of property. Accordingly, courts strictly construe restrictive covenants to favor unencumbered use of property. In order to be enforceable, restrictive covenants must be clear unambiguous. A restrictive covenant is ambiguous if its language is susceptible to more than one reasonable interpretation.

The restriction at issue here prohibits use of Lot 7 as a “residential building site” without the express authorization of the Village Board. Private restrictive covenants more typically provide for the creation of a committee of property owners and grant the committee certain powers, duties and responsibilities including the power to approve all construction plans and specifications. Here, private citizens, by a contract to which the Village is not a party, have purported to grant the Village Board power to approve the use of Lot 7 as a residential building site.

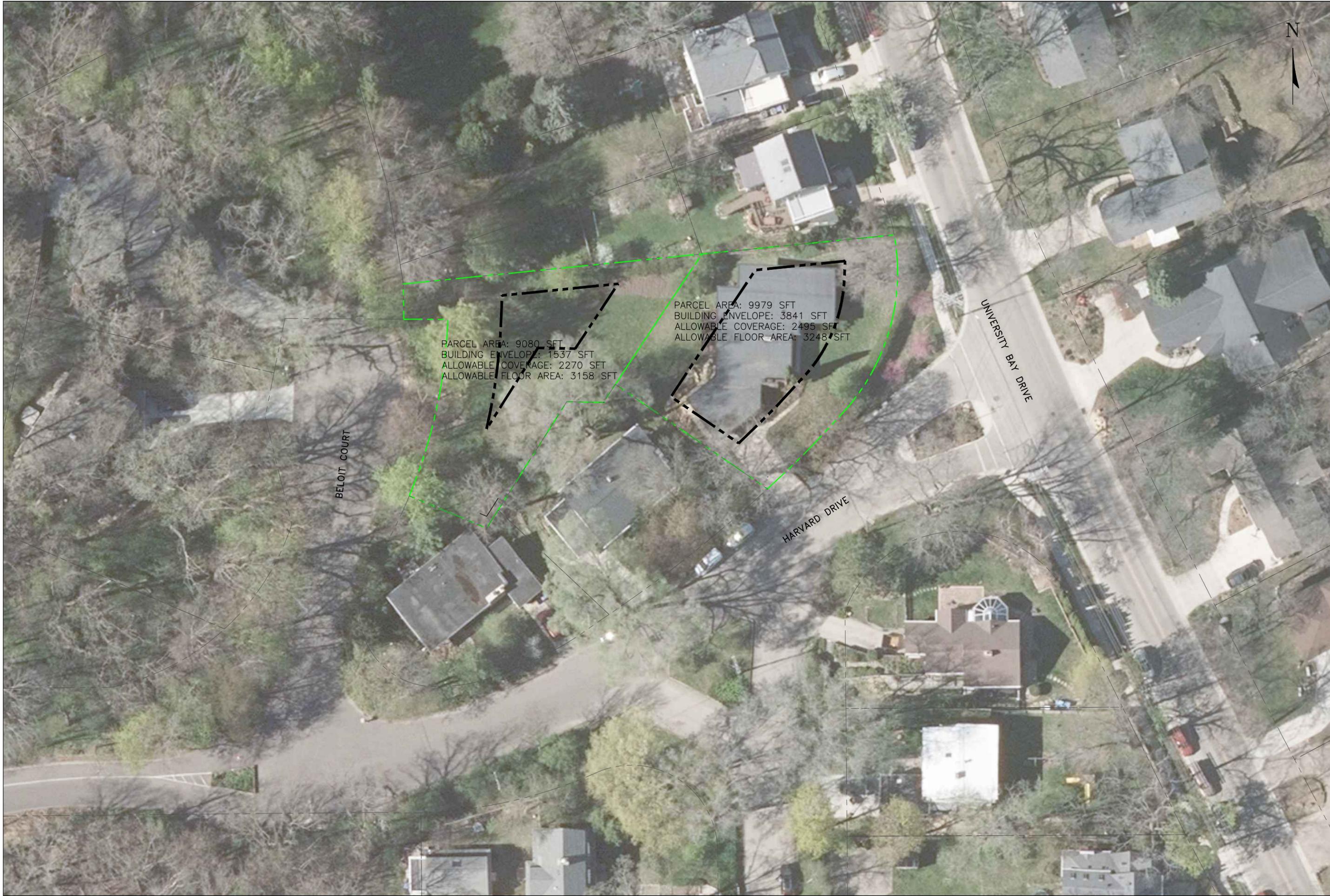
As a threshold matter, it is unclear whether private citizens can foist responsibilities on a municipality without evidence that the municipality has agreed to assume those responsibilities. Even if the Village accepts the restriction’s delegation of responsibility over Lot 7, the restriction is ambiguous. Because the restriction is ambiguous, it cannot be enforced to require the Village to take any action with respect to Lot 7.

There are three reasonable interpretations of the Agreement. First, paragraph 3 is a “stand alone” provision that contains a standard-less “consent-to-use” covenant. This interpretation authorizes the Village Board to determine the use of Lot 7 as a buildable lot without regard to the Village’s existing zoning or other ordinances and for any reason or no reason.

Second, paragraph 3 authorizes the Board to make a determination regarding the buildability of Lot 7 without regard to existing ordinances but with an implied duty to act reasonably in the exercise of its discretionary powers.

Third, paragraph 3 simply affirms the Board’s authority under state law to regulate the use of real property in the Village. The Village has previously exercised this authority by adopting zoning, building, storm water management and other ordinances regulating development of the Property. Because the Property is located in the R-2 district, the Village has already “expressly authorized” the use of Lot 7 as a residential building site.

The conclusion that the restriction is unenforceable does not mean that the concerns about Lot 7’s development will go unaddressed. Any property owner will have to comply with all relevant provisions of the Village’s Code before it may commence new construction.



PARCEL AREA: 9080 SFT  
BUILDING ENVELOPE: 1537 SFT  
ALLOWABLE COVERAGE: 2270 SFT  
ALLOWABLE FLOOR AREA: 3158 SFT

PARCEL AREA: 9979 SFT  
BUILDING ENVELOPE: 3841 SFT  
ALLOWABLE COVERAGE: 2495 SFT  
ALLOWABLE FLOOR AREA: 3248 SFT

BELOIT COURT

HARVARD DRIVE

UNIVERSITY BAY DRIVE



APPROXIMATE PARCEL AND  
BUILDABLE FOOTPRINT LAYOUT

BUILDABLE AREAS  
BELOIT COURT/HARVARD DRIVE  
Village of Shorewood Hills, Wisconsin

PROJECT NO.: SH 00  
DRAWING FILE: BELOIT COURT.DWG  
DRAWN BY: BRB  
CHECKED BY: BRB  
DATE: 11-5-18  
REVISIONS:

SCALE: HORIZONTAL  
0 5 10 20  
VERTICAL  
1 2  
SHEET:

This agreement made this 24<sup>th</sup> day of ~~September~~ <sup>October</sup>, 1952 by and between Glenn T. Trewartha, and Sarita Trewartha, his wife; Paul W. Scholtz, and Emmy Schultz, his wife; Theodore C. Scheffer, and Fluvia Scheffer, his wife; L. Reed Tripp (also known as L. Reid Tripp), and Mary Tripp, his wife; Porter Butts, and Mary Louise Butts, his wife; Anchor Savings and Loan Association, of Madison, Wisconsin (a corporation); and The First National Bank of Madison, Wisconsin (a corporation);

Now Therefore, it is mutually agreed by and between the parties hereto:

1. That Sublot A be, and the same hereby is dedicated for addition to Beloit Court for street purposes.
2. That Sublots B, C, D and E are sublots and shall be used only in conjunction with adjacent regular lots.
3. That Lot Seven (7), Beloit Court Replat, is not to be utilized as a residential building site unless expressly authorized by the governing body of the municipality in which located.
4. That Lot Six (6), Beloit Court Replat can be used only in conjunction with adjacent regular lots.
5. That Lots One (1), Two (2), Three (3), Four (4) and Five (5), Beloit Court Replat, shall not be subdivided without the written approval of all fee owners of premises within the Beloit Court Replat.
6. The above described parcels are within the Beloit Court Replat of parts of Block 17 and Ripon and Beloit Courts and all of Block 18, First Addition to College Hills and similarly described in Replat of College Hills and First Addition, Village of Shorewood Hills, Dane County, Wisconsin.
7. That said restrictions are covenants running with the land, and the Village of Shorewood Hills shall have the right to enforce said restrictions. Actions brought for violations hereof shall be commenced within six months from the date of said violation. If no action is commenced within said period, such violation shall be deemed waived.
8. That the foregoing restrictions shall become effective upon the approval and recordation of the said Beloit Court Replat.

In Witness Whereof, the parties have hereunto set their hands and seals and the corporations have caused these presents to be signed by the proper corporate officers and the corporate seals affixed, on the 24<sup>th</sup> day of ~~September~~ <sup>October</sup>, 1952.

In Presence of:

  
Glenn T. Trewartha (REAL)

1. Lee Criggs  
Lee Criggs

2. Kenneth M. Orchard  
Kenneth M. Orchard

In Presence of:

1 Lee Cripps  
Lee Cripps

2 Kenneth M. Orchard  
Kenneth M. Orchard

Sarita Trewartha (SEAL)  
Sarita Trewartha

In Presence of:

1 Lee Cripps  
Lee Cripps

2 Kenneth M. Orchard  
Kenneth M. Orchard

Paul W. Schultz (SEAL)  
Paul W. Schultz

In Presence of:

1 Lee Cripps  
Lee Cripps

2 Kenneth M. Orchard  
Kenneth M. Orchard

Emmy Schultz (SEAL)  
Emmy Schultz

In Presence of:

1 Lee Cripps  
Lee Cripps

2 Kenneth M. Orchard  
Kenneth M. Orchard

Theodore C. Scheffer (SEAL)  
Theodore C. Scheffer

In Presence of:

1 Lee Cripps  
Lee Cripps

2 Kenneth M. Orchard  
Kenneth M. Orchard

Fluvia G. Scheffer (SEAL)  
Fluvia Scheffer  
G.

In Presence of:

1 Lee Cripps  
Lee Cripps

2 Kenneth M. Orchard  
Kenneth M. Orchard

L. Reed Tripp (SEAL)  
L. Reed Tripp

In Presence of:

1 Lee Cripps  
Lee Cripps

2 Kenneth M. Orchard  
Kenneth M. Orchard

Mary Tripp (SEAL)  
Mary Tripp

In Presence of:

1 Sherrill Butts  
Sherrill Butts

2 Kenneth M. Orchard  
Kenneth M. Orchard

Porter Butts (SEAL)  
Porter Butts

In Presence of:

1 Kenneth M. Orchard  
Kenneth M. Orchard

2 Porter Butts  
Porter Butts

Mary Louise Butts (SEAL)  
Mary Louise Butts

In Presence of:

1 Kenneth M. Orchard  
Kenneth M. Orchard

2 Dorothy Moe  
Dorothy Moe

ANCHOR SAVINGS AND LOAN ASSOCIATION  
A.C. Steinhauer  
A.C. Steinhauer, President  
J. H. Ottow  
J. H. Ottow, Secretary

1 Mabel Rose  
Mabel Rose

2 Carol L. Genin  
Carol L. Genin

R. A. Black  
Vice President R. A. Black

Frank Byrne  
Asst. Cashier Frank Byrne

State of Wisconsin )  
County of Dane ) ss

Personally came before me, this 24<sup>th</sup> day of ~~September~~ October, 1952  
the above named Glenn T. Trewartha, Sarita Trewartha, Paul W. Schultz,  
Emmy Schultz, Theodore C. Scheffer, Fluvia<sup>G.</sup> Scheffer, L. Reed Tripp,  
Mary Tripp, Porter Butts and Mary Louise Butts, to me known to be the  
persons who executed the foregoing instrument and acknowledged the same.

Kenneth M. Orchard  
Kenneth M. Orchard  
Notary Public, Dane County, Wisconsin  
My commission expires July 11, 1954

State of Wisconsin )  
County of Dane ) ss

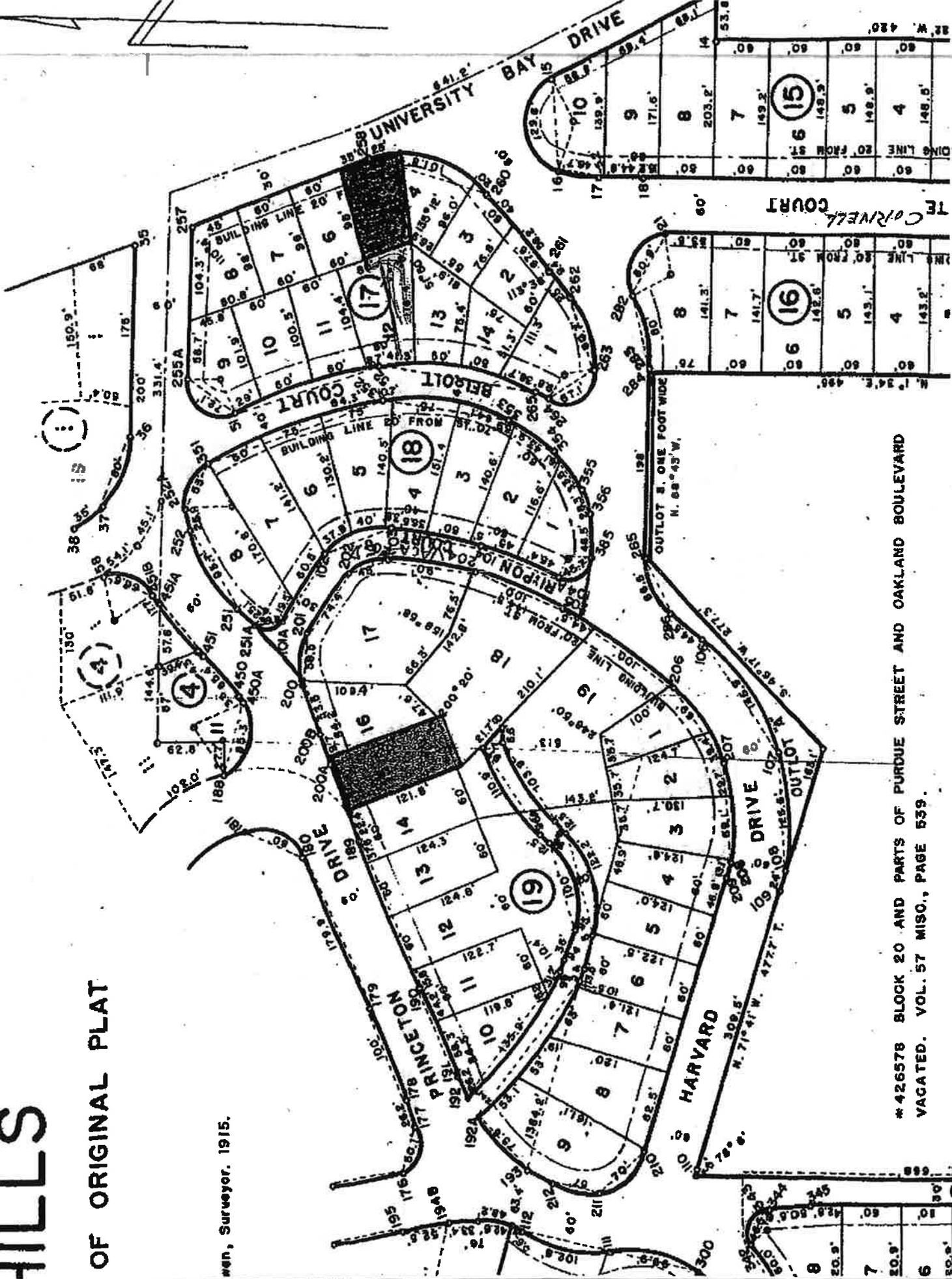
Personally came before me, this 24<sup>th</sup> day of ~~September~~ October, 1952  
A. C. Steinhilber, President, and J. H. Ottow  
Secretary of the above named Corporation, to me known to be the persons who  
executed the foregoing instrument, and to me known to be such \_\_\_\_\_  
President and \_\_\_\_\_ Secretary of said Corporation  
acknowledged that they executed the foregoing instrument as ~~such~~ officers  
of said Corporation, by its authority.

Kenneth M. Orchard  
Kenneth M. Orchard  
Notary Public, Dane County, Wisconsin  
My commission expires July 11, 1954.

# HILLS

## OF ORIGINAL PLAT

man, Surveyor. 1915.



\*426578 BLOCK 20 AND PARTS OF PURDUE STREET AND OAKLAND BOULEVARD  
 VACATED. VOL. 57 MISC., PAGE 539.

CORNELL COURT

16	141.7'	141.3'	141.3'
7	141.7'	141.3'	141.3'
8	141.3'	141.3'	141.3'
9	141.3'	141.3'	141.3'
10	141.3'	141.3'	141.3'

OUTLOT 2, ONE FOOT WIDE  
 N. 88° 43' W.

15	148.9'	148.9'	148.9'
6	148.9'	148.9'	148.9'
7	148.9'	148.9'	148.9'
8	148.9'	148.9'	148.9'
9	148.9'	148.9'	148.9'
10	148.9'	148.9'	148.9'

OUTLOT 1, 107' 10"

19	124.8'	124.8'	124.8'
1	124.8'	124.8'	124.8'
2	124.8'	124.8'	124.8'
3	124.8'	124.8'	124.8'
4	124.8'	124.8'	124.8'
5	124.8'	124.8'	124.8'
6	124.8'	124.8'	124.8'
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8	124.8'	124.8'	124.8'
9	124.8'	124.8'	124.8'
10	124.8'	124.8'	124.8'

OUTLOT 3, 107' 10"

19	124.8'	124.8'	124.8'
1	124.8'	124.8'	124.8'
2	124.8'	124.8'	124.8'
3	124.8'	124.8'	124.8'
4	124.8'	124.8'	124.8'
5	124.8'	124.8'	124.8'
6	124.8'	124.8'	124.8'
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8	124.8'	124.8'	124.8'
9	124.8'	124.8'	124.8'
10	124.8'	124.8'	124.8'

OUTLOT 4, 107' 10"

19	124.8'	124.8'	124.8'
1	124.8'	124.8'	124.8'
2	124.8'	124.8'	124.8'
3	124.8'	124.8'	124.8'
4	124.8'	124.8'	124.8'
5	124.8'	124.8'	124.8'
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8	124.8'	124.8'	124.8'
9	124.8'	124.8'	124.8'
10	124.8'	124.8'	124.8'

OUTLOT 5, 107' 10"

19	124.8'	124.8'	124.8'
1	124.8'	124.8'	124.8'
2	124.8'	124.8'	124.8'
3	124.8'	124.8'	124.8'
4	124.8'	124.8'	124.8'
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10	124.8'	124.8'	124.8'



DRIVE

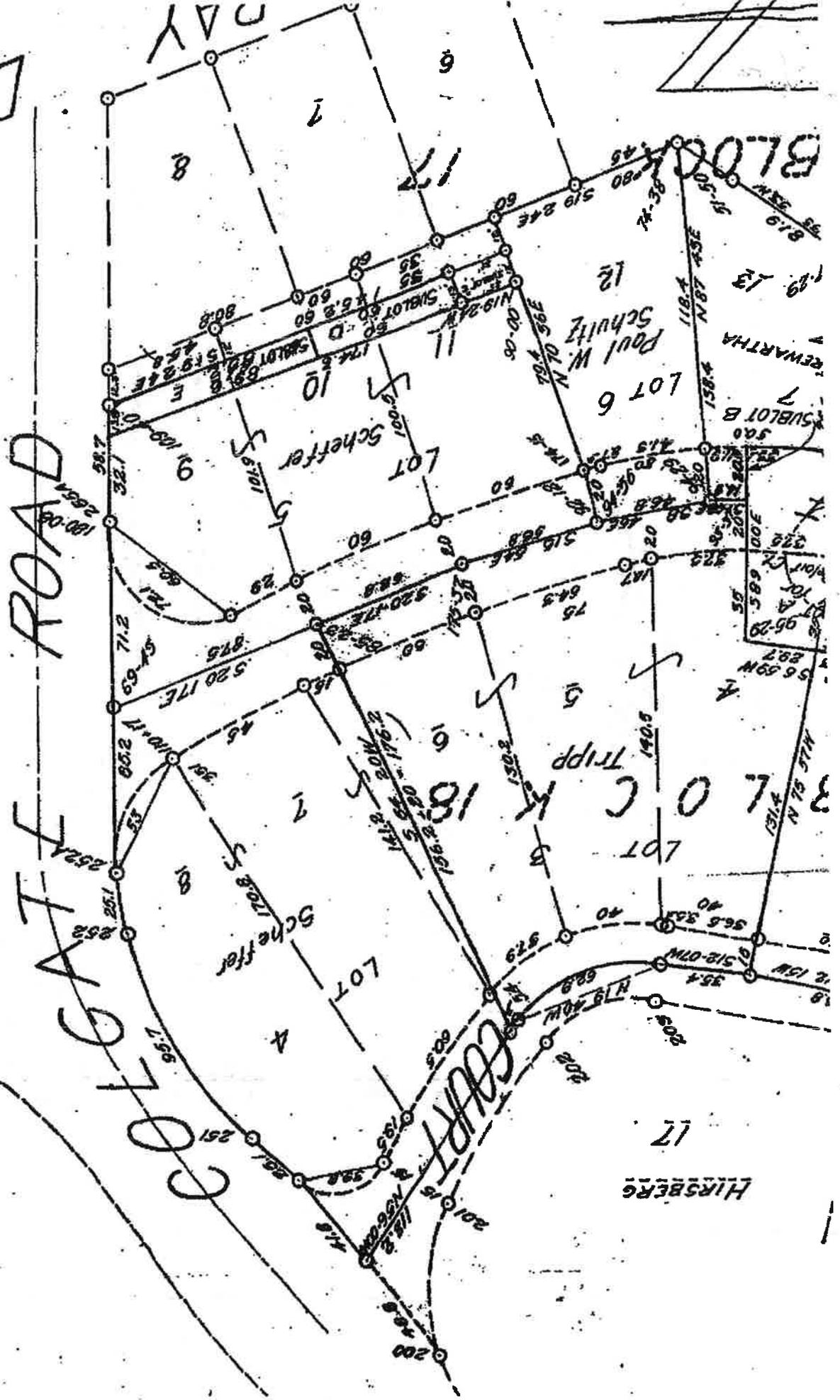
1952

Subject to restriction and agreements as recorded in Vol 270 of Msc. page 417

No. 876154

See curve table in plat of First Addition of College Hills Volume 5 page 37.

COLLEGE HILLS ROAD



HIRSBERG

LOT 3

LOT 4

LOT 5

LOT 6

LOT 7

LOT 8

LOT 9

LOT 10

LOT 11

LOT 12

LOT 13

SCHAEFER

TRIPP

PAUL W. SCHULTZ

SUBLOT B

SUBLOT A

LOT 1

LOT 2

LOT 14

LOT 15

DAY

BLOOM

REINHART

LOT 16

LOT 17

LOT 18

LOT 19

LOT 20

LOT 21

DANE CTY. TITLE CO.  
DATE 7-6 - 5/8 - DEC

876154

State of Wisconsin )  
County of Dane ) ss

VOL 270 PAGE 431

Personally came before me, this 23rd day of ~~September~~ <sup>October</sup>, 1952

R. A. Black - - - - Vice, President and ~~Assistant~~ Frank Byrne

Asst.-Cashier of the above named banking corporation to me known to be the persons who executed the foregoing instrument, and to me known to be such

Vice, President and Assistant

Cashier of such Corporation, and acknowledged that they executed the foregoing instrument as such officers as the act of said banking corporation by its authority.



*Carol L. Genin*

~~Notary Public~~  
Carol L. Genin

Notary Public, Dane County, Wisconsin  
My commission expires ~~June 27, 1954~~  
May 27, 1956

RECORDED  
JUL - 2 1954  
At 4:30 <sup>P</sup> o'clock



**MLS #: 1839729**    **Active**    **Single Family**    **Price: \$949,900**  
**2704 HARVARD DR**    **Village Shorewood Hills**    **W02**  
**County: Dane**    **Mailing City: Shorewood Hills**  
**Subdivision: COLLEGE HILLS**    **WI 53705**

**Bedrooms: 4**    **Est Above Grade SqFt: 1,668**  
**Full Baths: 3**    **Est Part/All Below Grd 774**  
**Half Baths: 1**    **Est Total Finished SqFt: 2,442 Other**

**Year Built: 1956**    *Assessor*  
**Est. Acres: 0.4400**    *Assessor*

**Open House: 8/26/2018 12:00-3:00**

UNIVERSITY AVENUE TO NORTH ON UNIVERSITY BAY DRIVE TO LEFT ON HARVARD DRIVE

<b>Living/Great:</b> M 19X18	<b>Mstr BedRm:</b> M 14X12	<b>Laundry:</b> L	<b>Baths</b>	
<b>Formal Dining:</b>	<b>2nd BedRm:</b> M 12X10	<b>Screened Porch</b> M 18X10	<b>Full</b>	<b>Half</b>
<b>Dining Area:</b> M 19X11	<b>3rd BedRm:</b> M 12X10		<b>Upper:</b> 0	0
<b>Kitchen:</b> M 19x10	<b>4th BedRm:</b> L 15X15		<b>Main:</b> 2	1
<b>Family Room:</b> L 18X16	<b>5th BedRm:</b>		<b>Lower:</b> 1	0

<b>School District:</b> Madison	<b>Parcel #:</b> 0709-163-6993-0	<b>Lake/River:</b>
<b>Elementary:</b> Shorewood	<b>Zoning:</b> RES	<b>Feet WaterFront:</b>
<b>Middle:</b> Hamilton	<b>Builder:</b>	<b>Lot</b>
<b>High:</b> West	<b>HOA</b>	<b>Net Taxes: \$ 15,342 / 2017</b>

<b>Type</b> 1 story	<b>Fuel</b> Natural gas
<b>Architecture</b> Ranch, Contemporary	<b>Heating/Cooling</b> Forced air, Central air
<b>Mstr Bed Bath</b> Full	<b>Water/Waste</b> Municipal water, Municipal sewer
<b>Kitchen Features</b> Breakfast bar, Kitchen Island, Range/Oven, Refrigerator, Dishwasher, Microwave, Disposal	<b>Driveway</b> Paved
<b>Fireplace</b> Wood burning, 2 fireplaces	<b>Barrier-free</b> Open floor plan, First floor bedroom, First floor full bath, Stall shower, Low pile or no carpeting
<b>Basement</b> Partial, Full Size Windows/Exposed, Walkout to yard, Partially finished, Poured concrete foundatn	
<b>Garage</b> 2 car, Attached, Opener	
<b>Exterior</b> Wood	
<b>Lot Description</b> Corner, Wooded, Close to busline	

**Interior Features** Wood or sim. wood floor, Walk-in closet(s), Great room, Washer, Dryer, Water softener inc, Cable available, Hi-Speed Internet Avail, At Least 1 tub  
**Exterior Features** Deck, Patio

**Included:**BUILT IN OVEN, BUILT IN COOK TOP, REFRIGERATOR, MICROWAVE, DISHWASHER, WATER SOFTENER, WASHER, DRYER, ALL WINDOW  
**Excluded:**SELLER'S PERSONAL BELONGINGS

NO SHOWINGS UNTIL OPEN HOUSE ON 8/26/18. Historic Marshall Erdman ranch, 1 block from the Unitarian Meeting House designed by Frank Lloyd Wright and built by Marshall Erdman. Rare private double lot in Shorewood Hills includes 2nd buildable lot with access to Beloit Court cul-de-sac. New tapered insulated membrane sealed roof. Main level features remodeled kitchen with cherry cabinets and Corian counter tops, new Marvin windows and doors, hardwood and tile floors, fireplace, private screened porch and deck. Newly remodeled LL walk out Family Room w/fireplace, ensuite bedroom and bath. 2 car garage

**Sold Price:**    **Concessions:**    **Closing Date:**

*This information provided courtesy of: Badger Realty Service*

*08/25/2018 10:36 AM*

**William Goulette**  
**Badger Realty Service**  
**Pref: 608-576-9611**  
**whgoulette@gmail.com**

August 29, 2018

William Goulette, Realtor  
Badger Realty Services  
5094 Reynolds Ave  
Waunakee, WI 53597

Dear Mr. Goulette ,

We live at 1006 University Bay Drive, next door to a property you recently listed for sale, 2704 Harvard Drive (MLS #1839729). This property includes a home and lot at that address, plus a separately demarcated lot that fronts on Beloit Court (Lot 7, Beloit Court Replat Parcel # 0709-13-6597-0).

We are writing out of concern that you may not know about an important restriction on the property referred to as Lot 7. When the Beloit Court Area was developed in the 1950's, the owners of the properties on that street placed a restrictive land covenant on them, including Lot 7. We have included a copy of the covenant which is dated October 24, 1952. It should come up in a title search for Lot 7.

The covenant was designed to restrict the development of the area surrounding Beloit Court. In addition to prohibiting the subdivision of certain properties without written agreement of all adjacent landowners, it states "That **Lot Seven (7), Beloit Court Replat, is not to be utilized as a residential building site** unless expressly authorized by the governing body of the municipality in which located". The covenant "...runs with the land...". Under its terms, building on Lot 7 will require special oversight by the Village of Shorewood Hills.

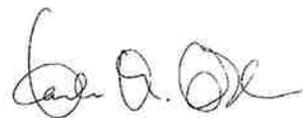
The need for this special oversight is clear in the light of the recent flooding in our neighborhood. Lot 7 is visibly lower than the street and neighboring homes on Harvard Drive. More importantly, it is higher than the plots on its northern border. During rainstorms, water drains off Hunter Hill, Harvard Drive, Beloit Court and the surrounding properties into Lot 7. From there, water travels to its lowest point and collects in the northern properties in the area (1006, 1010, 1014 University Bay Drive and 2707 Colgate). The included contour map shows the low collection regions in this geographic 'kettle'. As an undeveloped area, Lot 7 serves as a critical water absorption zone and plays a crucial role in mitigating flooding. Filling and building on Lot 7 would damage adjacent properties, and the owners of these properties would incur costs to mitigate the damage. The covenant was created as a recourse for property owners in the area who would be negatively impacted.

We feel it is important that whoever purchases Lot 7 be aware this restriction on the use of the land and of the flooding issues. We, along with the Beloit Court property owners, are currently exploring flood mitigation options with the Village of Shorewood Hills. New owners of the property would be welcome to join in that discussion.

Sincerely,



Andrew Alexander  
1006 University Bay Drive



Karla Knobel  
1006 University Bay Drive

**Village of Shorewood Hills  
Finance Committee  
Approved Meeting Minutes  
Wednesday, October 17, 2018**

1. **Call to Order** – Finance Committee Chairperson Fred Wade called the meeting to order at 5:30 pm.
2. **Roll Call Committee** – Members present were Mr. Wade, Dave Ahmann, Sean Cote, Karl Wellensiek and Gard Strother. Mark Lederer and Carl Gulbrandsen were excused. Also in attendance were Village Administrator Karl Frantz and Administrative Services Manager/Deputy Clerk David Sykes.
3. **Note Compliance with open meeting laws** – Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Review/approve October 8, 2018 Finance meeting minutes**  
The Committee members had no changes to the minutes. By consensus, Mr. Wade declared the minutes were approved.
5. **Continue work on 2019 Village general and other fund budgets and possible recommendations**  
Mr. Frantz explained that staff reviewed the allowed levy calculations and corrected it to \$2,840, 159 (from \$2,858,399). The Board had preliminary discussions about the 2019 budget and seemed to be generally supportive of utilizing the maximum allowable tax levy, direct billing the Public Fire Protection (PFP) fee and changes to the Village’s fee schedule. The levy increased \$69,719 (2.5%) over last year and is comprised mostly of a debt service increase (\$31,873) and net new construction (\$37,930). The net new construction increase of 2.3% is larger than typical in the Village.  
The Village began the year with an unassigned fund balance of \$699,615 and \$133,334 of assigned fund balance was planned to be applied to the 2018 budget. Present projections indicate that only \$76,692 may be needed to balance the 2018 budget. The unassigned fund balance should increase at year-end 2018. In addition, a planned debt issuance will reimburse the general fund an advance to TID IV in the amount of \$184,509.  
Preliminary estimates of the millrate worksheet indicate an increase of \$43.84 for the median value home (\$590,500).  
Mr. Cote moved and Mr. Wellensiek seconded a motion to recommend to the Board the General Fund budget dated 10/17/2018 with TIF IV to payback \$42,038 to balance the budget and the remainder of the payment added to the unassigned fund balance.  
Mr. Frantz reviewed the Capital Fund budget. The Capital Fund advanced the water utility \$445,772 and sewer utility \$63,777. The utilities are paying the advances back beginning in 2018. As the funds are returned, the Village can use them to pay for capital items to reduce debt issuance over the next several years. The sewer utility will have its entire advance repaid in 2019 and the water utility was expected to repay about \$100,000 annually, but due to the large water leaks in 2018, the water utility will only repay about \$33,000 this year.  
The Committee discussed some items included in the proposed Capital Fund budget including a pickup truck for the Forester, ATV for DPW/Forester, walking path repairs along

Columbia/Harvard and a KeyWatcher security system in relation to installing a MedDrop Box at the Village Hall.

By consensus, the Committee recommended the Capital Fund budget as presented excluding the pickup truck and KeyWatcher system. They included an additional \$7K for the ATV to add a cab and heater for more year-round use and \$50K for repairs to the walking path.

**6. Set next meeting dates**

The Committee decided to meet next on Wednesday, October 24 at 6:00 pm.

**7.** The meeting was **adjourned** at 6:42 pm.

Respectfully submitted,

David Sykes  
Administrative Services Manager/Deputy Clerk

**Village of Shorewood Hills  
Finance Committee  
Draft Meeting Minutes  
Wednesday, October 24, 2018**

1. **Call to Order** – Finance Committee Chairperson Fred Wade called the meeting to order at 6:01 pm.
2. **Roll Call Committee** – Members present were Mr. Wade, Dave Ahmann, Sean Cote, Karl Wellensiek, Gard Strother, Mark Lederer and Carl Gulbrandsen. Also in attendance were Village Administrator Karl Frantz, Police Chief Aaron Chapin and Administrative Services Manager/Deputy Clerk David Sykes.
3. **Note Compliance with open meeting laws** – Mr. Frantz confirmed the meeting had been properly posted and noticed.
4. **Review/approve October 17, 2018 Finance meeting minutes**  
Mr. Cote moved and Mr. Gulbrandsen second a motion to approve the October 17, 2018 minutes as submitted.  
Vote: 6-0-1 (approved) (Mr. Lederer abstaining).
5. **Continue work on 2019 Village budgets and possible recommendations**  
Chief Chapin provided additional information on the KeyWatcher system and how it related to the installation of a MedDrop box in the lobby and the security of the evidence storage area. The system he has proposed is \$8,000 with 24-48 key slots in the box. It is expandable, can be controlled electronically, and could be used for keys in other Village departments.  
Review of General (100) Fund: The Budget Worksheet included the changes made at the last Committee meeting. The Committee recommended the Board approve the General Fund budget at its last meeting.  
Review of Capital Projects (400) Fund: The Budget Worksheet included the changes made at the last Committee meeting. The pickup truck (\$27K) and KeyWatcher system (\$8K) were removed from the budget. \$7K was added for a better UTV and \$50K was added for the walking path at the School. Staff added \$18K for crack filling and seal coating that was inadvertently removed from a previous draft of the budget.  
Mr. Wade explained that the Village Engineer thought that mill and overlay of two bad sections of the walking path would be sufficient to extend the life of the path 5-7 years.  
Mr. Wellensiek said he thinks the Board of Trustees should be making the decision on the walking path, not the Finance Committee. Mr. Gulbrandsen agreed.  
Mr. Frantz explained all items in the Capital budget are usually considered and approved by the Board before purchase or undertaken.  
Mr. Cote felt the Committee should be recommending priorities for the Board to consider.  
Mr. Cote moved and Mr. Gulbrandsen seconded a motion to include the KeyWatcher system for approximately \$8,000 in the Capital Projects budget.  
Vote: 7-0 (approved).  
It was suggested that Mr. Frantz highlight items in the Capital budget to which the Board should pay particular attention.

Mr. Gulbrandsen moved and Mr. Ahmann seconded a motion to recommend that the Board approved the Capital Fund budget as presented to the Committee on October 24, 2018 with the addition of the Keywatcher system.

Vote: 7-0 (approved).

Review of Sewer (200) Fund: Mr. Frantz explained the sewer utility is performing as expected. It is paying its bills and building a small surplus to cover expected increases from the Madison Metropolitan Sewerage District (Madison Met). It is paying back a \$63,777 advance from the Capital Fund in 2018 and 2019. Debt service drops off after 2019, so the utility should be in good shape for a number of years. It should be able to manage the Madison Met fee increase and build fund balance for future capital projects.

Mr. Wellensiek moved and Mr. Cote seconded a motion to recommend that the Board approve the Sewer Fund budget as presented to the Committee on October 24, 2018.

Vote: 7-0 (approved).

Review of Pool (210) and Waterfront (220) Funds: Mr. Frantz explained that the Pool and Waterfront Committees have not yet submitted budgets for consideration. Staff has developed a tentative budget for the Waterfront Fund. The Committee took no action on these funds.

Review Debt Service (300) Fund: Mr. Frantz explained the Debt Service budget shows transfers in and out of the various funds to pay all of the debt payments. This fund has accumulated \$160,351 in unspent debt proceeds that can be used for projects.

Mr. Wellensiek asked if the funds could be used to cover expenses from the August 20 flooding rather than drawing from the General Fund. Mr. Frantz said there are no restrictions on the money.

Mr. Cote suggested the unspent debt proceeds be moved to the Capital Fund and used for capital projects. Mr. Cote moved and Mr. Lederer seconded a motion to recommend to the Board the transfer of \$160,351 from the Debt Service fund to the Capital Fund.

Vote: 7-0 (approved).

Mr. Cote moved and Mr. Lederer seconded a motion to recommend that the Board approve the Debt Service Fund budget as presented to the Committee on October 24, 2018.

Vote: 7-0 (approved).

Review of TIF 3 (450) Fund: TIF 3 extends along Marshall Court west to The Boulevard building. Mr. Frantz explained that it is an active District and generates a lot of revenue. He pointed out that State Computer Aid is a large contributor to the revenue. A few years ago, the State exempted computers from Personal Property Taxes but instituted a program to make municipalities whole from the loss of tax revenue. TIF 3 receives \$122K in State Computer Aid. Mr. Frantz also explained that the Planning, Legal & Administration expenses were high in 2018 due to the Lodgic project.

Mr. Wellensiek moved and Mr. Ahmann seconded a motion to recommend that the Board approve the TIF 3 Fund budget as presented to the Committee on October 24, 2018.

Vote: 7-0 (approved).

Review of TIF IV (470) Fund: TIF IV is comprised of the former Walnut Grove area. Mr. Frantz explained the property reevaluation in 2017 affected TIF IV's performance. In 2018, it was projected to create an increment of \$335K but is only generating ~\$242K. In 2019, the District will be borrowing \$250K to pay for the partial traffic signal on University Ave at Maple Terrace/Hilldale Way. The District has a revenue obligation to the developer of \$91,284 for several years. The developer's agreement does have a claw-back provision if TIF IV can't cover its expenses.

Mr. Ahmann moved and Mr. Gulbrandsen seconded a motion to recommend that the Board approve the TIF IV Fund budget as presented to the Committee on October 24, 2018.

Vote: 7-0 (approved).

Review of TIF V (480) Fund: TIF V was created to assist with the demolition of the Pyare Square building and build the Lodge II apartments. The 2017 property reevaluation had the opposite effect on TIF V. It was expected to barely generate a surplus but it is producing more increment than expected. In 2018, it will generate ~\$147K vs. \$79K expected. It does not have many expenses now that the apartments are built.

Mr. Wellensiek moved and Mr. Cote seconded a motion to recommend that the Board approve the TIF V Fund budget as presented to the Committee on October 24, 2018.

Vote: 7-0 (approved).

Review of Stormwater (500) Fund: Mr. Frantz explained the stormwater fee on the utility bill is based on an Equivalent Residential Unit (ERU) measurement. Each residential lot is considered one ERU. For commercial lots, ERUs are based on a calculation in relation to the lot square footage (1 ERU = 4,200 sq. ft.). The Fund built an initial balance that has been chipped away over the years to pay for projects. Debt service drops in 2019 but expenses are still cutting into the fund balance. Expenses include the Adaptive Management Program, Forester's summer interns, and raingarden maintenance. The Fund is not sustainable in its current condition. An option could be to cut back on raingarden maintenance or other expenses.

Mr. Lederer moved and Mr. Gulbrandsen seconded a motion to recommend that the Board approve the Stormwater Fund budget as presented to the Committee on October 24, 2018.

Vote: 7-0 (approved).

Review Water (600) Fund: Mr. Frantz explained that the water utility is not doing as well as expected but it is doing OK. Significant system leaks increased expenses for purchased water. In 2018, the Utility was expected to pay back \$115K of an advance from the Capital Fund but the projection is that only ~\$33K will be paid back at year-end. The Public Works Crew is now able to read the Madison meters where water enters and leaves the Village. They can identify any spikes in usage and address leaks more quickly. The water utility should generate a surplus and make a larger payback to the Capital Fund in 2019. The Madison Water Utility received approval for a rate increase, so the purchased water amount will increase as well. The increase will be passed on to customers, so revenues will increase as well. The increases are not represented in the proposed 2019 budget.

Mr. Wellensiek moved and Mr. Strother seconded a motion to recommend that the Board approve the Water Fund budget as presented to the Committee on October 24, 2018.

Vote: 7-0 (approved).

**6. Set next meeting dates**

The Committee did not discuss a future meeting date.

**7. The meeting was adjourned at 8:00 pm.**

Respectfully submitted,

David Sykes  
Administrative Services Manager/Deputy Clerk

**APPROVED MINUTES FOR THE VILLAGE OF SHOREWOOD HILLS  
PLAN COMMISSION**

The Tuesday, October 9, 2018 meeting of the Plan Commission was called to order at 7:00 pm by Chair Dave Benforado. Members present were: Mr. Benforado, Jim Etmanczyk, Karl Wellensiek, Earl Munson and John Imes. Deb Remington and Brauna Hartzell were excused. Also present was Karl Frantz, Village Administrator and David Sykes, Administrative Services Manager/Deputy Clerk. Seven visitors were in the audience.

Mr. Frantz confirmed the meeting had been properly posted and noticed.

**Public Hearing on conditional use permit for construction of patio, wooden stairs and deck, rock retaining walls and dock located at 3696 Lake Mendota Drive**

Mr. Benforado opened the public hearing at 7:02 pm.

Property owner Mark Turner explained that he had received prior approval of a conditional use permit for the installation of a tram along the lakeshore. When the Hillside Tram Company looked at the site after vegetation was removed, they found old retaining walls that had fallen to the shoreline. Edge Engineering did a survey of the lot and developed plans to shore up the cliff and shoreline.

Arlen Ostreng of Edge Engineering explained that they would need to reconfigure the stairs/landings to meet up with the proposed tram system. They proposed new concrete cast in place retaining walls at the top of the cliff and rebuild the existing retaining walls.

Mr. Munson expressed his concern about the impervious surfaces.

Mr. Ostreng indicated the impervious surface would be essentially the same as what currently exists. They would be adding a small amount of concrete by the shore. The plan is below the Stormwater ordinance threshold for mitigation.

Mr. Benforado asked if this would change how the tram, stairs, platforms would be constructed.

Mr. Ostreng indicated it would not; they would still be working from land.

Mr. Munson asked if they needed any DNR permits.

Mr. Ostreng said they would be working above the water line and no DNR permits are required.

Mr. Frantz reported that he and the Village Engineer reviewed the site. Erosion control during construction will be required. When completed, the project should make the condition in the area and adjacent Village land better. It should reduce erosion in to the lake and stabilize the land.

Mr. Benforado asked if Mr. Turner had discussed the project with his neighbors.

Mr. Turner said he had talked with his neighbors and that they had no issue with the project, but they were not able to attend this meeting.

The public hearing was closed at 7:14 pm.

**Action on conditional use permit application located at 3696 Lake Mendota Drive**

Mr. Frantz mentioned that the prepared Commission findings are similar to the adopted previously when the installation of the tram was approved. The erosion/flow of surface water item(s) are a bit more detailed because of the improvements being considered.

Mr. Munson said he considers Lake Mendota Drive homes as having two frontages, the road front facing Lake Mendota Drive and the lake front facing Lake Mendota. In his opinion, the tram and the stairs could be considered a “scar” on the landscape. Boats, piers, etc. are “scars” also, but they fit in with the intended use of the lake. He is concerned others may want to put in a

tram as well. This would be setting a precedent that may be used by other lake front property owners. He doesn't feel the tram is necessary, as it only replaces 27 of 60 steps down to the lake. Mr. Imes said he wasn't at the meeting when the conditional use was approved for the tram and asked why the tram was needed.

Mr. Turner explained that it would reduce the number of steps to get down to the lake. His family and friends are aging with knee issues making it more difficult to utilize the lake.

Mr. Benforado indicated he was sympathetic to the points that Mr. Munson made but the tram better allows this property owner an ability to utilize the lakeshore.

Mr. Munson felt that the tram was included in this conditional use application, so it should vacate the previous approval.

Mr. Etmanczyk explained he looks at the tram like installing an elevator in a house. Times change and the Commission should allow people with limitations the ability to enjoy the lake.

Mr. Frantz agreed that this sets a precedent but he also believes in property rights.

Mr. Etmanczyk moved and Mr. Imes seconded a motion to recommend the prepared findings to the Board of Trustees for approval of the conditional use permit.

Mr. Benforado read the prepared findings.

Vote: 4-1-0 (Mr. Munson voting no) (approved).

### **Update on Lodgic project status and associated public improvements**

Mr. Benforado stated that the Board has approved the General Development Plan (GDP) and Specific Development Plan (SDP) including the sign package. The Certified Survey Map (CSM) has not yet been acted upon.

Mr. Frantz reported the building process is beginning. The tri-party agreement for land swap/acquisition is almost done. Psychiatric Services agreement for parking is almost completed, all parties involved have agreed to terms. Project mobilization is scheduled for October 16. The contractor had a neighborhood construction meeting with the Marshall Court businesses earlier this evening. The Finance Committee is putting together a borrowing package for all of the land acquisition, road construction projects related to the Lodgic project. It will be a year-long build. The bike path will be built in the spring to get bikes/pedestrians off of Marshall Court while Lodgic is being built. The Village received a PARC grant (~\$110K) for the bike path.

Mr. Benforado reported he and Karl met with Kevin Huddleston and others from Ronald McDonald House (RMH) regarding their purchase of the former Garment Center (2710 Marshall Court). They have no immediate plans for the property; it is a long-term hedge in case they want to expand again in the distant future. They would like to make a private park for RMH guests when the building is demolished. Mr. Benforado encouraged them to make it a joint effort public park but they were not receptive to the idea. With the building demolished, that property tax roll would be affected. RMH agreed to a Payment in Lieu of Taxes (PILOT) for the life of the TIF District when they convert the property to a park (expected in 2019).

Mr. Frantz added that the property is zoned C-3 Medical Office-Commercial, so procedurally, he has to check if a private park is allowed by the zoning code or if a conditional use permit or change of zoning is needed.

Mr. Benforado reported that as a result of the September Board meeting the Village filed a letter to the Madison Planning Organization (MPO) which issued drafted a long range planning document that included all conceivable the transportation projects in greater Madison area including UBD bike overpass. The draft document had some hesitation about whether or not the overpass would be recommended. The Village sent a strong letter of support for the project

along. Mr. Frantz had a conversation with MPO staff person Bill Schaffer who had good things to say about overpass project. The Village will be interested in what will be included in the final document.

### **Staff report on Garden Homes flooding, demolition and future planning**

Mr. Benforado reported the peak water level during the August 20 storm was 1.3' above the University Avenue flood wall. Many homes were damaged. The majority of them are owned by one development company. The homes will be torn down because of the extensive damage. There was a neighborhood meeting last week, where the developer talked about the demolition process. There was nothing said about his plans for the future.

Mr. Frantz said 19 demolition permits were issued with conditions. It is unlikely the developer will be able to build within the current zoning regulations. The area will probably need to be rezoned. Public hearings and notification of neighbors would be required, but this may be premature as we don't know what the developer intends to do. He suggested the Village may want to engage a professional planning consultant to help us through the process.

Mr. Wellensiek thought that the Comprehensive Plan states that Garden Homes remain small affordable housing. He has been concerned since the individual began acquiring property in Garden Homes.

Mr. Etmanczyk did not remember the Plan included that strong of a statement.

Mr. Benforado reviewed the Neighborhood Plan which states a goal to maintain and encourage affordable housing.

Mr. Benforado reported the Board will be creating two ad hoc committees related to disaster preparedness and stormwater. He attended a presentation for the Madison Common Council. They are interested in mitigating University Avenue flooding. They discussed University Avenue reconstruction and the old tunnel to Lake Mendota idea.

### **Approve previous meeting minutes**

Mr. Etmanczyk moved and Mr. Munson seconded a motion to approve the September 11, 2018 meeting minutes.

Vote: 5-0 (approved).

### **Adjourn**

The meeting was adjourned at 8:26 pm.

Respectfully submitted,

David Sykes  
Administrative Services Manager/Deputy Clerk

## **Approved Public Works Committee Minutes July 9, 2018**

**Call to Order:** Chairperson Lederer called the meeting to order at 7:00 p.m.

**Roll Call:** On call of the roll members present were Chair Mark Lederer, Rick Chappell, Cara Coburn Faris and Chris Petykowski, .Yang Tao and Tracy Bailey were excused. Others present included, Village Engineer Brian Berquist, and Village Administrator Karl Frantz.

**Note compliance with open meeting law:** Compliance with the open meeting law was noted.

**Consider approval of previous meeting minutes** – The minutes were deferred to the next meeting.

**Update on 2018/19 projects** – Due to time constraints and in the absence of a June meeting of the Public Works Committee, Mr. Lederer reported that the Village Board approved the sealcoat and street striping projects as recommended by the staff on sections of Shorewood Blvd., Bowdoin Road, Edgehill Drive and Lake Mendota Drive at their June meeting.

**Results of speed volume study on Shorewood Boulevard, Edgehill Drive, Lake Mendota Drive, University Bay Drive and Oxford Road and any recommendations** – Brian Berquist reviewed the summary information he had prepared utilizing the raw data from the County. The summary is attached to these minutes. Where comparable data exists, the reports shows a decrease in speeds from recent Village measurements and also shows a marked decreased volumes and speeds compared with the 1988 study. 85<sup>th</sup> percentile speeds on LMD, UBD, Shorewood Boulevard and Edgehill Drive, the Village busiest residential streets, are all at or below 25 miles per hour. The previous Village data had some 85<sup>th</sup> % speeds at 26-27 mph. It is possible that the calibration of the older Village equipment was off. The 85<sup>th</sup> % speeds of traffic going down the hill on Oxford was 26 mph. Frantz stated speed humps such as those used in Madison are designed to bring 85<sup>th</sup> % speeds down to 25 mph. To decrease speeds below that would likely require more severe humps. Committee members were generally pleased to see these results. Frantz also said the Village was unable to use its counters to do Topping, Columbia, Swarthmore and Blackhawk as requested by the Committee because the equipment software was not working properly and it is no longer supported by the manufacturer.

Cara Coburn Faris was curious to know if the 85<sup>th</sup> speeds on Edgehill Drive could be further reduced by installing speed hump(s) and after discussion offered a motion that the Village install its portable speed hump and engage the County to take traffic counts and speeds for two weeks at locations #4 and #5 on Brian Berquist's map with and without the temporary speed hump in place. Rick Chappell seconded the motion. Karl Frantz was hopeful that the County could do the counts for \$200 or so based on the fact that they had done all of the previous streets at two locations for \$2,000.00. He also noted that installation of the temporary speed hump would involve drilling holes in the street.

There was discussion that normally speed humps are placed in sequence as vehicles tend to speed up after going over one if there is not another. Mark Lederer expressed his concern that that the recorded, recent speeds do not seem to indicate a problem relative to both the Committee's internal policy statement on the subject and historic speeds and therefore, it was unclear what was the purpose of this exercise and whether it worth the cost?

Some Committee members felt there was no harm to check and see what the impacts would be as long as the expense was nominal.

The motion passed 3-1 with Mark Lederer voting no.

**Consider whether to have contractor replace raised crosswalk on University Bay Drive due to height deviance** – Brain Berquist stated that the raised crosswalk was marginally lower than what was speced and the Village could have it taken out and replaced or take a 25% credit on the cost of it. Rick Chappell seconded by Cara Coburn Faris moved to take the 25% credit. The motion passed 4-0.

**Discussion and possible recommendation on Village traffic calming policies and potential survey** – Cara Coburn Faris stated she would continue to work on a survey. Karl Frantz said he would be also be available to help

**Next meeting date and agenda items** – The next meeting will be the second work of September and a poll will be sent out. One agenda item will be to obtain cost estimate(s) on replacing the Village speed and traffic counters.

The meeting was adjourned at 9:00 p.m.

## **Draft Public Works Committee Minutes July 9, 2018**

**Call to Order:** Chairperson Lederer called the meeting to order at 7:00 p.m.

**Roll Call:** On call of the roll members present were Chair Mark Lederer, Rick Chappell, Cara Coburn Faris and Chris Petykowski, .Yang Tao and Tracy Bailey were excused. Others present included, Village Engineer Brian Berquist, and Village Administrator Karl Frantz.

**Note compliance with open meeting law:** Compliance with the open meeting law was noted.

**Consider approval of previous meeting minutes** – The minutes were deferred to the next meeting.

**Update on 2018/19 projects** – Due to time constraints and in the absence of a June meeting of the Public Works Committee, Mr. Lederer reported that the Village Board approved the sealcoat and street striping projects as recommended by the staff on sections of Shorewood Blvd., Bowdoin Road, Edgehill Drive and Lake Mendota Drive at their June meeting.

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Cara Coburn Faris was curious to know if the 85<sup>th</sup> speeds on Edgehill Drive could be further reduced by installing speed hump(s) and after discussion offered a motion that the Village install its portable speed hump and engage the County to take traffic counts and speeds for two weeks at locations #4 and #5 on Brian Berquist's map with and without the temporary speed hump in place. Rick Chappell seconded the motion. Karl Frantz was hopeful that the County could do the counts for \$200 or so based on the fact that they had done all of the previous streets at two locations for \$2,000.00. He also noted that installation of the temporary speed hump would involve drilling holes in the street.

There was discussion that normally speed humps are placed in sequence as vehicles tend to speed up after going over one if there is not another. Mark Lederer expressed his concern that that the recorded, recent speeds do not seem to indicate a problem relative to both the Committee's internal policy statement on the subject and historic speeds and therefore, it was unclear what was the purpose of this exercise and whether it worth the cost?

Some Committee members felt there was no harm to check and see what the impacts would be as long as the expense was nominal.

The motion passed 3-1 with Mark Lederer voting no.

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**Discussion and possible recommendation on Village traffic calming policies and potential survey** – Cara Coburn Faris stated she would continue to work on a survey. Karl Frantz said he would be also be available to help

**Next meeting date and agenda items** – The next meeting will be the second work of September and a poll will be sent out. One agenda item will be to obtain cost estimate(s) on replacing the Village speed and traffic counters.

The meeting was adjourned at 9:00 p.m.

# Minutes of the Ad Hoc Stormwater Committee Village of Shorewood Hills

Wed., Nov. 14, 2018

(scheduled for review at next Committee meeting)

1. **Called to Order at 7 PM:**
  - a. **Roll Call:** Committee Members Present: Chair/Village President Dave Benforado, Gloria Beach, Carolyn Benforado, Greg Brauer, Peter Hans, Mark Mandel, Eric Riedner.
  - b. **Others Present:** Village Administrator Karl Frantz, Village Engineer Brian Berquist (Town and Country Engineering), and approximately four Village residents.
2. **Meeting Notice:** D.Benforado inquired and K.Frantz confirmed that the meeting had been properly posted in compliance with open meeting laws.
3. **WI Open Meetings Law:** Committee members briefly reviewed the WI open meetings law (FAQ handout with excerpts from the League of WI Municipalities was distributed to members) covering the basics of how to comply with these laws when interacting with others on the Committee and Village residents.
4. **Self-Introductions:** Committee members introduced themselves.
5. **Committee Mission:** Committee members reviewed and discussed the Village Board approved mission for the Committee: *“To learn about the causes and extent of the August 20, 2018, flash flood that impacted over 80 Village homes, numerous Village businesses, many Village assets and the railroad, and to recommend actionable steps the Village could take to prevent the extent of any future such flash flood events. To offer public input sessions, perhaps at the start of its work and then towards the end of its work when its draft recommendations to the Village Board are being finalized. The goal for the Committee will be to make two reports to the Village Board: a status report and any initial recommendations by no later than May 1, 2019, followed by a final report and final recommendations by no later than November 1, 2019. The term of this Committee will be one year, subject to potential extension by the Board.”* There was Committee discussion that the flooding considered must include more than just the August 20, 2018, event, noting for example that there was a stormwater flood on June 15, 2018, that resulted in the closing of the Village Pool since the roads to the Pool (Purdue and the south end of Swathmore Ct were flooded). If the Committee is planning to recommend Village expenditures on stormwater initiatives or projects, it should be mindful of the annual Village budget planning timeline. D.Benforado mentioned that the Village Board may ask this Committee to review the Village Stormwater Utility ERU fee (established in and unchanged since 2007) and recommend any fee necessary adjustments.
6. **Committee Process:** Committee members discussed how the committee meeting agendas must reflect what the Committee plans to discuss or vote on, that the committee will need to decide when to schedule public participation portions of future meetings and when to invite speakers to future meetings, D. Benforado volunteered to take meeting minutes. There will be a “resource” page established for the Committee and interested stakeholders on the Village website.

7. **Technical Update:** B. Berquist used a PowerPoint presentation to explain the extent of the August 20, 2018, flash flood in the Village, the history of flooding in that area, current stormwater infrastructure in the area, and future stormwater management options. Future options including the planned reconstruction of the stretch of University Ave. between Shorewood Blvd and Campus Drive in 2021 which includes completing the “missing link” in stormwater upgrades (i.e., the east/west stormwater system eventually draining to Willow Creek and then to Lake Mendota on either side of that particular stretch has been previously upgraded to allow more throughput), a project that has been in the planning stages for many years and is jointly funded by the Village and City of Madison (with Federal funding as well). Those future options also include a large diameter stormwater flooding relief tunnel from the intersection of Midvale Blvd and University Ave under the Blackhawk Golf Course to the Marina. Berquist and K.Frantz said that the City’s Engineering Division has been using a robust computer model to model the stormwater system and flooding in the area and would like to work with the Village to address the flooding in the area. D.Benforado mentioned the link to flooding and lake level information on Dane County’s Land and Water Resources Department’s website (<https://lwr.dane.gov/flood-facts-and-initiatives>) was a treasure trove of useful information. D.Benforado summarized the status of the Village wide road rebuilding plan, that stormwater plans are incorporated in when roads are rebuilt, that the east side of the Village (east of Shorewood Blvd) has essentially been completed over the course of the last ten years, and that plans for the west side of the Village will be implemented starting in about four to five years when the Village debt load is sufficiently reduced. D.Benforado attended a meeting of area Mayors and Village Presidents regarding flooding and lake levels on October 15, 2018. The meeting was organized by City of Madison Mayor Soglin who indicated that the meetings would continue monthly as needed. The Committee reviewed a handout with excerpts regarding flooding in the Village from Village resident Tom Brock’s book “Shorewood Hills: An Illustrated History (1999)” (pp. 194, 196 200, 201, 231, 235).
8. **Future Meeting Topics and Speakers:** Committee asked B.Berquist and K.Frantz to ask City of Madison Engineering staff whether they would be available to present at our next meeting, perhaps to show us the computer model they are using. The Committee would also like to hear a review and summary of the prior Strand Engineering and Applied Ecological Services reports on stormwater management options for the area.
9. **Future Meeting Dates:** Committee agreed to meet on the first Wed. of every month at 7 PM at Village Hall (rescheduling on an as needed basis), next on Wed., Dec. 5; 2019 dates below:
  - a. Wed., Jan. 2, 2019;
  - b. Wed., Feb. 6, 2019;
  - c. Wed., March 6, 2019;
  - d. Wed., April 3, 2019;
  - e. Wed., May 1, 2019;
  - f. Wed., June 5, 2019;
  - g. Wed., July 3, 2019;
  - h. Wed., Aug. 7, 2019;
  - i. Wed., Sept. 4, 2019;
  - j. Wed., Oct. 2, 2019;
  - k. Wed., Nov.6, 2019.
10. **Adjournment:** Committee adjourned at 9:10 PM.

Respectfully submitted by Dave Benforado on Nov. 15, 2018.